

STATE CENTER COMMUNITY COLLEGE DISTRICT
CUSTODIAL MANAGER

DEFINITION

Under direction plans and supervises the cleaning and upkeep of campus buildings, including moving furniture and equipment.

DISTINGUISHING CHARACTERISTICS

This is a management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment of work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, lay off, recall, promotion, and termination.

EXAMPLES OF DUTIES

Duties include determining and assigning work stations, arranging for adequate coverage, making arrangements for substitute personnel, evaluating, training and counseling personnel, participating in the interviewing of prospective employees, directing subordinate custodians, preparing annual budget, selecting proper equipment and materials for job, assuming responsibility for cleanliness and safe condition of the buildings, supervising and checking the cleaning of rooms, restrooms, showers, recreation rooms, halls, fixtures, and equipment requiring activities such as sweeping, dusting, mopping, scrubbing, polishing, waxing, disinfecting, and related duties, carrying out custodial duties for various activities held in campus facilities, correcting or reporting dangerous, unsightly, or inefficient conditions, maintaining inventories of supplies and equipment, arranging work and vacation schedules. Coordinating, monitoring, and evaluating work done by outside contractors. Performs other duties as needed.

EMPLOYMENT STANDARDS

Education: Equivalent to high school graduation.

Experience: Supervisory experience in plant facilities, plant operations, public works, or similar functions.

Knowledge and Abilities: Knowledge of college custodial work stations, college scheduling, overtime practices and laws, employee evaluation procedures, budget preparation, modern cleaning methods and preferred methods of cleaning and preserving floors, walls, and fixtures, cleaning materials, disinfectants, and equipment used in custodial work, common tools and their uses, and quantities of materials needed for custodial work. Skill to establish performance standards, organize and direct a large work force, assess minor mechanical malfunctions. Ability to assign, monitor, and evaluate the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

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Approved: August 19, 1991
Salary Range: 30