

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CUSTODIAL SUPERVISOR

BASIC FUNCTION:

Under direction of the Director of Maintenance and Operations, plan, organize, coordinate and inspect the work of custodial staff and student workers; train, supervise and evaluate the performance of assigned personnel; participate in the cleaning and general maintenance of District facilities.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate and oversee the work of custodial staff and student workers to assure that District facilities are maintained in a clean, safe and sanitary condition, and in an efficient and cost-effective manner.

Prepare and assign regular and special work schedules to assure proper custodial care of buildings and facilities; inspect the cleanliness of classrooms, offices, gymnasium, locker rooms, college center, rest rooms, halls and fixtures; note deficiencies and take appropriate corrective action.

Maintain custodial supplies and equipment; assure purchase of the most economical and highest quality supplies and equipment; requisition supplies and equipment needed to clean and maintain facilities; receive, inspect, store, issue and assure delivery of supplies, materials and equipment.

Train, supervise and evaluate the performance of assigned custodial staff and student workers, including those at External Campuses; develop procedures and provide instruction related to the custodial care of District buildings and facilities; assist in selection of assigned staff.

Prepare and maintain records related to custodial supplies inventory, personnel, work performed and equipment; participate in developing and maintaining the custodial budget according to established policies and procedures.

Assure proper operation, maintenance and repair of custodial equipment such as floor strippers, buffers, vacuum cleaners, carpet shampooers and related equipment; recommend the repair or replacement of equipment as appropriate.

Oversee and participate in performing general maintenance duties such as painting, patching walls, replacing light bulbs and ballasts, and related semi-skilled buildings maintenance duties.

Inspect classrooms, offices, labs and other facilities to assure compliance with established security and safety measures; identify and report dangerous, unsafe, unsecured and unsightly conditions to superiors; recommend appropriate corrective action.

Confer with administration, faculty and staff concerning set ups and special events; oversee and participate in cleaning and setting up equipment for meetings and special events including educational, social, athletic and civic activities; move or supervise the moving of furniture.

Participate in performing custodial duties as required.

Perform related duties as assigned.

December 1998

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods of organizing, scheduling and prioritizing the work loads of custodial staff.
Principles of training and supervision.
Requirements for maintaining District buildings in a safe, clean and orderly condition.
Methods, equipment, tools and materials used in cleaning buildings and facilities.
Health and safety precautions and procedures.
Chemical cleaners for wood, tile, cement and other surfaces.
Operation, maintenance and proper use of cleaning equipment including floor strippers, buffers, vacuum cleaners, carpet shampoos and other machines.
Inventory methods and record-keeping techniques.
Appropriate storage, handling and use of chemical cleaning agents and custodial equipment.

ABILITY TO:

Plan, organize, coordinate, oversee and participate in custodial work.
Schedule, assign and review custodial work to assure the cleanliness of District facilities.
Operate equipment and tools used in custodial operations according to predetermined standards.
Evaluate the effectiveness of various supplies and equipment.
Estimate quantity and types of materials and supplies needed.
Train, supervise and evaluate personnel.
Maintain records and prepare routine reports.
Lift and carry objects weighing up to 50 pounds.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and three years custodial experience including one year in a lead capacity.

LICENSES AND OTHER REQUIREMENTS: Valid California driver's license.

WORKING CONDITIONS: Duties are primarily performed in an indoor and outdoor environment; subject to working hours. The work environment is noisy when using power cleaning equipment. An employee in this class is regularly exposed to contact and fumes from cleaning agents and chemicals. Also regularly exposed to dust or other airborne particles. Must be willing to work varied hours and respond to emergencies in a timely manner.

PHYSICAL DEMANDS: Incumbents regularly stand for long periods of time; walk at a normal pace for extended periods of time; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb ladders to heights of 10 feet; bend, stoop, kneel, or crouch; hear to receive work direction and communicate with others; maneuver around in narrow or crowded places when cleaning classrooms. Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 50 pounds. Must see clearly enough to read written directions and instructions on cleaning supplies and to inspect and assure cleanliness of assigned facilities.