

Seward County Community College
Structured Compensation - Job Description
Maintenance/ Custodian Supervisor

Data Year: 2015

Prepared On: 12/06/2017

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|--------------------|------------------------|----------------------|------------|
| Department: | Facilities | Grade: | 9 |
| Reports To: | Director of Facilities | Classification: | Non-Exempt |
| Supervises Direct: | 12 to 14 | Supervises Indirect: | 0 |
| Approved By: | D Sander | Effective Date: | 04/12/2017 |
| | | Revised Date: | 05/09/2017 |

Role:

Performs responsible supervisory work involving the assignment and direct supervision of custodial employees in maintaining the cleanliness and sanitation of buildings, offices, classrooms, fitness centers, laboratories, furnishings and equipment as well as building entrances and exterior walkways for effective use by students, faculty, staff and the public. Also responsible for training new employees in proper custodial procedures for the use of manually operated tools, electrically powered machines, cleaning compounds, solvents and chemicals.

Essential Functions & Responsibilities:

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| E | 15% | Helps supervise and review the work of a custodial crew, ensuring equal employment opportunity in hiring and promotion. |
| E | 15% | Directs the day to day activities and operations of custodial department for the purpose of ensuring that assignments are completed in a safe, proper, and timely manner. |
| E | 15% | Confers with Director of Facilities and staff regarding custodial activities |
| E | 10% | Ensures that custodial services meet the needs of the department, the College and established custodial guidelines by scheduling work activities and adjusting workloads to compensate for scheduled and unscheduled absences, changing priorities and special custodial projects. |
| E | 10% | Ensures that the quality of custodial services meets established guidelines by inspecting the work of custodial personnel and directing corrective measures to be taken when necessary to meet those guidelines. |
| E | 5% | Evaluates and verifies employee performance through the review of completed work assignments and work techniques. |
| E | 5% | Ensures that custodial personnel have the equipment and supplies necessary to perform custodial services by ensuring supplies and equipment are available and stored in a secure storage facility. |
| E | 5% | Assists in hiring qualified employees by participating in the interview process and making recommendation regarding the employment of applicants. |
| E | 5% | Perform daily custodial duties as needed in support of the department mission. |
| E | 5% | Contributes to the overall success of the custodial department by performing other essential duties and responsibilities as requested or assigned. |
| N | 5% | Remains competent and current by attending training and/or courses required by the Director of Facilities. |
| N | 5% | Serves on College committees as required or assigned. |

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Performance Measurements:

1. Exhibits proficient and responsible behavior with equipment and supplies and mentors employees such behavior.
2. Follows college safety precautions and practices consistently.
3. Maintains a good relationship/communication with college employees, students and outside contacts.
4. Checks each building weekly for cleanliness, upkeep and evaluates custodian performance.
5. Reviews custodian's time sheets with Director of Facilities.
6. Reports to work promptly and is diligent about notifying supervisor or other assigned employees regarding inability to be at work before shift begins.
7. Works efficiently and assists others within the department.
8. Is careful about detail and thorough in completing work tasks.
9. Is willing to take on responsibilities and challenges.
10. Attends meetings and training as required.

Knowledge and Skills:

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| Experience | Two years to five years of increasing levels of responsibility and experience performing custodial duties in an institutional setting. |
| Education | A high school education or GED. Must possess a valid Driver's License. |
| Interpersonal Skills | Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation. |
| Other Skills | Knowledge of: Basic supervisory principles and practices. Working knowledge of methods, material, tools and equipment used in custodial and maintenance work. Safe work methods and safety precautions related to the work. Working knowledge of applicable codes and regulations. Working knowledge of modern cleaning methods and preferred methods of cleaning and preserving floors, walls, fixtures, tools, supplies and equipment required in custodial work; cleaning material, disinfectants and equipment used in custodial work. Working knowledge of applicable fire and safety rules and regulations. Working knowledge of safe lifting and moving techniques. Skills in: Planning, directing, assigning, scheduling and evaluating staff. Providing work and safety instruction to staff. |

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Analyzing problems, evaluating alternatives and making creative recommendations.
Exercising sound independent judgement within general policy guidelines.
Establishing and maintaining effective working relations with those contacted in the course of the work.
Operation of common custodial tools and equipment.

Abilities to:

Operate and use tools and equipment of the janitorial service.
Maintain cleaning equipment and machinery.
Develop work schedules making the most efficient use of personnel.
Plan, coordinate, schedule and supervise the work of the custodial crew.
Train custodial crew on the use of custodial methods, techniques, tools and equipment.
Read and interpret labels on cleaning compounds and advise custodial crew on proper use and potential hazards.
Perform sustained physical work in all types of weather.
Give clear and concise oral and written instructions.
Safely lift and move moderately heavy furniture, equipment and supplies.
Work effectively and harmoniously around college students, faculty, staff and community members.
Learn rules, regulations, agreements and procedures affecting custodial staff.
Be willing to respond to emergencies in off-hours as necessary.
Sufficient strength and stamina to lift and carry equipment weighing up to 50 pounds.
Maintain a valid Driver's License.

Physical
Requirements

Physical requirements are based on an 8 hour work day and may vary accordingly to duties assigned.

Sitting for a period of 1 hour at one time with a total of 2 hours
Standing for a period of 1 hours at one time with a total of 3 hours
Walking for a period of 1 hour at one time with a total of 3 hours
Lifting up to 25 lbs. frequently and up to 100 lbs. occasionally
Carrying up to 5 lbs. frequently and up to 100 lbs. occasionally
Repetitive Action: use of right and left hand for simple grasping, fine manipulation, and pushing and pulling
Use both feet for repetitive movements as in operational functions
Bending, squatting, and reaching above shoulder level frequently; crawling and climbing occasionally
Keyboarding 2 hours daily
Be exposed to unprotected heights, moving machinery, marked changes in temperature and dust fumes and gases while driving a college vehicle occasionally

Work Environment Most work will be done indoors but some outdoor work may be required. Work is performed during the day with occasional evenings and weekends hours. The work can be physically demanding and sometimes dirty and unpleasant.

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Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature