

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

SUPERVISOR, CUSTODIAL SERVICES

CMS Salary Range 22

BASIC FUNCTION:

Under the direction of the Manager, of Maintenance & Operations plan, organize, coordinate, inspect, supervise and evaluate the work performance of custodial staff, substitutes and student workers; direct and participate in the cleaning maintenance of College facilities. Performs other related responsibilities as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

Plans, organizes, coordinates, inspects and supervises the work of the custodial staff, substitutes and student workers. (E)

Assigns regular work schedules to assure the cleanliness and safe conditions of buildings; inspects the cleanliness of the classrooms, offices, gym, locker rooms, cafeteria, rest rooms and showers. (E)

Assures adequate staffing levels to provide proper custodial coverage; receive calls from custodial staff unable to work and obtain substitutes or adjust workloads as necessary. (E)

Plans, researches, requests bids and determines best source for custodial equipment and supplies; prepares requisitions and places orders for needed supplies; receives, stores, maintains stock control and delivery of custodial supplies and equipment to Custodians. (E)

Establishes and maintains custodial safety practices and assures compliance; evaluates products and equipment for safety; conducts periodic safety training and maintain required Material Safety Data Sheets. (E)

Trains and instructs Custodians and students workers; conducts training programs; assists in the selection of assigned staff; supervises and evaluates assigned custodial staff. (E)

Prepares and maintains records such as custodial supplies inventory, work requests, personnel, equipment and facilities; controls department budget according to established policies and procedures. (E)

Maintains and repairs custodial equipment. (E)

Inspects classrooms and offices for security and safety; determines and reports dangerous and unsightly conditions and needed repairs to maintenance personnel; performs minor repair to custodial equipment; locks and unlocks gates.

Respond to emergency calls and provide telephone consultation on weekends or other off-duty hours as necessary.

Cleans and disposes of hazardous or infectious materials including chemical solutions, ceramic dust, hypodermic needles, infectious waste, broken test tubes and petri dishes. (E)

Directs and participates in major cleaning of the College during the summer months and holiday breaks and participate in other custodial activities as needed. (E)

Operates District vehicles, electric carts, forklift, floor machines, vacuums, carpet extractors, floor dryers and electric hoist. (E)

Hands out keys and locks up keys and radios; check phone and email messages.

Picks up trash in a variety of areas and cleans parking lots.

Strips floors, shampoos carpets.

Cleans classrooms, hallways, and restrooms in assigned areas.

Prepares time sheets for student workers.

Repairs equipment.

Empties, stocks, and records monies from washroom tampon and condom dispensers. (E)

Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and three years increasingly responsible custodial experience.

KNOWLEDGE OF:

Principles and practices of supervision and training.
District organization, operations, policies and objectives.
Policies and objectives of assigned program and activities.
Methods of organizing and scheduling and prioritizing work loads.
Proper methods, techniques, materials, tools and equipment used in modern custodial work.
Requirements for maintaining District buildings in a safe, clean and orderly condition.
Methods, equipment, tools and materials used in cleaning buildings and equipment.
Proper methods of storing equipment, materials and supplies.
Appropriate safety precautions and procedures.
Chemical cleaners and their safe use.
Proper methods of cleaning and disposing of hazardous chemical or infectious wastes.
Inventory methods.
Record-keeping techniques.
Budget control methods.

ABILITY TO:

Plan, organize, coordinate, inspect and supervise the work of custodial staff and student workers.
Train, supervise and evaluate personnel.
Prioritize and schedule work.
Maintain current knowledge of technological advances in the field.
Use cleaning materials, equipment and methods safely, efficiently and according to pre-determined standards.
Evaluate the effectiveness of various supplies and equipment.
Estimate and order required custodial supplies and equipment.
Estimate time and material needs for major custodial projects.
Maintain tools and equipment in a clean and proper working condition and provide proper security.
Analyze situations accurately and adopt an effective course of action including emergency and late night situations.
Operate a vehicle observing legal and defensive driving practices.
Understand and follow oral and written directions.
Confer with site administrators and supervisor regarding custodial needs, schedules and concerns.
Maintain records and prepare reports.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Assigns and monitors work of Lead Custodian, Custodians, and hourly and student workers.

CONTACTS: Co-workers, security personnel, staff, students, student workers, and vendors.

PHYSICAL EFFORT:

Heavy physical labor
Sit for extended periods of time
Walk to conduct inspections
Bending at the waist, kneeling or crouching.

WORKING CONDITIONS:

Exposure to cleaning chemicals and outside environment.