

CUSTODIAL SERVICES MANAGER**DEFINITION**

Under direction, plans, organizes, directs and manages the custodial operations and activities related to the campus maintenance and security of Modesto Junior College and District Offices; plans and administers district policies and procedures related to the custodial maintenance and operations, support for campus events and activities, and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Campus Facilities Manager II, Director of Facilities Planning & Operations, and Assistant Director of Facilities Planning & Operations.

Provides direct and indirect supervision to custodial services personnel as assigned.

EXAMPLES OF DUTIES

- Manage, plan, supervise and coordinate the custodial operations and activities related to the district's custodial operations; plan and administer district policies and procedures related to the care and cleanliness of college and district buildings, and support of campus events and activities.
- Provide leadership and coordination in the custodial operations and care of all district buildings.
- Plan, organize, supervise and coordinate the custodial maintenance operations of the college and district.
- Effectively administer the custodial needs through the district's computerized work order system; and other district programs.
- Develop work schedules; schedule overtime assignments; plan work activities; inspect work; recommend improved methods and changes, as appropriate.
- Assist in the training, coordination and scheduling of staff for recycling and energy conservation programs.
- Establishes and monitors supply and equipment inventories; tests new custodial supplies and equipment; researches and recommends major acquisitions, as needed.
- Perform periodic inspections of buildings to check on the need for custodial maintenance; establish work priorities.
- Plan, develop, and schedule long-range facility cleaning and related maintenance programs.
- Supervise, train and evaluate personnel; supervise staff training; prepare evaluation reports; review and discuss staff requirements and performance with employees.
- Receive and respond to emergency calls related to custodial maintenance and support for campus events and activities.

- Prepare a variety of reports, records, files and correspondence related to custodial maintenance functions.
- Work cooperatively with all departments; establish and maintain effective work relationships with those contacted in the performance of required duties.
- Attend meetings; participate on committees and/or task forces as assigned.
- Perform other related duties.

TYPICAL WORKING CONDITIONS

- Work generally involves both indoor/outdoor work environments with some exposure to environmental extremes.

MINIMUM QUALIFICATIONS

Knowledge of:

- Policies, procedures, equipment, materials and supplies related to custodial maintenance and support for campus events and activities;
- The use of tools, equipment, supplies, practices, and methods associated with the custodial maintenance;
- Principles and practices of employee supervision, including work planning, assignment review and the training of staff in work procedures;
- Applicable safety and health regulations related to custodial maintenance; safe work procedures and practices;
- Computer applications, automated work order systems related to the work and various applicable district software programs.
- Basic principles of procurement.

Ability to:

- Plan, organize, and direct a program of custodial maintenance and support;
- Estimate time and costs in the conduct of comprehensive custodial operations;
- Effectively supervise and train staff;
- Communicate effectively in oral and written form;
- Establish and maintain cooperative working relationships.

Licenses and Certificates:

When driving a district vehicle, a valid California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be requested.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level; some heavy physical effort that may include frequent standing, walking, and lifting. May also involve frequent activities requiring full body exertion.
- **Dexterity:** fine manipulation sufficient to operate a various hand tools and or machines.
- **Lifting:** occasional lifting or moving heavy parcels, machines or equipment of 50 pounds or more.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: Equivalent to AS degree in Business Administration, trade skill or related to the area of custodial maintenance and operations.
- Experience: Three years of increasingly responsible experience in custodial maintenance with at least one year in a supervisory role.

Class Adopted: 03/01/11

Class Amended: XX-XX-XX