

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: **CLASSIFIED
SUPERVISORY**

CLASS TITLE: **CUSTODIAL SUPERVISOR**

SALARY TABLE: **29**

SALARY RANGE: **32**

BASIC FUNCTION:

Under the direction of the Director-Facilities, organize and direct operations and activities involved in the cleaning of College buildings and adjacent grounds areas; coordinate communications, projects, resources and personnel to assure a clean, orderly and secure campus for students, staff and visitors; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct operations and activities involved in the cleaning of College buildings and adjacent grounds areas; establish and maintain custodial time lines and priorities; receive, distribute and coordinate response to work orders; assure related activities comply with established laws, codes, regulations, policies and procedures.

Coordinate communications, projects, resources and personnel to assure a clean, orderly and secure campus for students, staff and visitors; plan, develop and implement custodial projects and daily activities; inspect completed projects for accuracy, completeness and compliance with established requirements; confer with staff regarding custodial needs, projects and work order status.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established standards and procedures.

Assure adequate resources to meet the custodial needs of the College; estimate labor, supplies and equipment needed for custodial projects and daily activities; monitor inventory levels of supplies and equipment; order, receive and maintain adequate inventory levels of supplies and equipment; account for and supervise the distribution and collection of keys for subordinate employees.

Supervise the cleaning of classrooms, lounges, offices, hallways and other facilities; organize and direct the sweeping, scrubbing, mopping, stripping, waxing and polishing of floors; assure proper vacuuming, spot cleaning and shampooing of rugs and carpets; supervise the cleaning of restrooms and assure facilities are stocked with adequate supplies; assist with cleaning routes as needed.

Coordinate and oversee the preparation of facilities and set-up and assembly of chairs, tables and other furniture and equipment for special events and activities; supervise the clean up of furniture, equipment and debris following these events; coordinate and participate in special custodial assignments such as pressure washing and weekend projects.

Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber

machines, forklifts and blowers; perform general maintenance and repairs on custodial equipment; arrange for major maintenance and repairs as needed.

Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues and concerns; receive, prepare and distribute correspondence related to custodial needs, projects and activities.

Research prices for custodial supplies and equipment; review and authorize expenditures according to established limitations; assist with budget development and preparation for custodial functions.

Operate standards office equipment including a computer and assigned software; drive a vehicle to conduct work.

Maintain various records related to safety, supplies, equipment, work orders, inventory and assigned activities.

Inspect buildings and facilities to identify custodial maintenance and repair needs; assure proper identification and resolution of safety, sanitary, security and fire hazards; coordinate response to emergency custodial needs.

Attend and participate in various meetings and in-services as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of operations and activities involved in the cleaning of College buildings and adjacent grounds areas.

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.

Inventory practices, procedures and requirements for custodial activities.

Applicable laws, codes, regulations, policies and procedures.

Practices, procedures and techniques involved in the development and implementation of custodial projects and daily activities.

Requirements of maintaining College buildings in a safe, clean and orderly condition.

Principles and practices of supervision and training.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Appropriate safety precautions and procedures.

Record-keeping techniques.

Proper lifting techniques.

ABILITY TO:

- Organize and direct operations and activities involved in the cleaning of College buildings and adjacent grounds areas.
- Coordinate communications, projects, resources and personnel to assure a clean, orderly and secure campus for students, staff and visitors.
- Train and evaluate the performance of assigned personnel.
- Interpret, apply and explain laws, codes, regulations, policies and procedures.
- Supervise the cleaning of classrooms, lounges, offices, hallways and other facilities.
- Estimate labor, material and equipment requirements for projects and activities.
- Plan, develop, implement and inspect custodial projects and daily activities.
- Coordinate and oversee the preparation of facilities and set-up and assembly of chairs, tables and other furniture and equipment for special events and activities.
- Utilize and maintain a variety of custodial equipment.
- Operate a computer and assigned software.
- Plan and organize work.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Maintain various records related to assigned activities.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years increasingly responsible custodial experience including one year in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment.
Walking or standing for extended periods of time.
Seeing to perform custodial duties.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.

HAZARDS:

Exposure to cleaning agents and chemicals.