

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

CUSTODIAL MANAGER

CLASSIFIED MANAGEMENT CLASS SPECIFICATION

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

MANAGEMENT RESPONSIBILITY

Under the general direction of the Director of Maintenance and Operations, the Custodial Manager plans, manages, organizes, supervises, and evaluates the custodial services, operations, and activities of the Chabot-Las Positas Community College District to assure proper cleaning and maintenance of College classrooms and District facilities. The Custodial Manager directs assigned personnel, interviews and recommends, in the interest of the District, the hiring, transfer, assignment, discipline and/or termination of employees supervised to the Director of Maintenance and Operations. The Custodial Manager is expected to solve daily operational problems on his/her own initiative while major problems are solved after consultation with the Director of Maintenance and Operations.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Manage and coordinate the District's custodial services and activities; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels;
2. Plan, direct, coordinate, and review the work plan for assigned staff; assign work activities and projects; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems;
3. Conduct site inspections and surveys to check quality and progress of activities, general condition of District facilities, and to gather information for specific requests, problems, conditions, and needs; assure assigned facilities are in a clean, orderly, and secure condition; report dangerous or hazardous conditions to appropriate personnel;
4. Oversee the adherence to all state and federal laws and regulations regarding safety and health; provide leadership to assure that the performance of assigned personnel follows safety standards;
5. Select, train, motivate, and evaluate assigned custodial personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures;
6. Serve as liaison with other divisions, departments, outside agencies, and the general public; respond to and resolve difficult and sensitive inquiries and complaints; receive, research, and respond to requests for service and information; receive and transmit reports of needed maintenance work;

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7. Participate in the development and administration of the budget for Maintenance and Operations; participate in the forecast of funds needed for staffing, equipment, materials and supplies; make recommendation for purchasing equipment and supplies;
8. Provide responsible staff assistance to the Director of Maintenance and Operations; participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; conduct a variety of organizational studies, investigations and operational studies; recommend modifications to programs, policies and procedures as appropriate;
9. Perform general custodial duties as needed; operates related equipment; maintains inventory, orders supplies and materials as needed;
10. Maintain a variety of records related to assigned duties; prepare reports;
11. Interview and recommend the employment and assignment of personnel;
12. Performs other tasks as assigned.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operations, services, and activities of a custodial program;
2. principles of supervision, training, and performance evaluation;
3. principles and practices of budget preparation and administration;
4. procedures, methods, practices, types and quantities of materials, and equipment commonly used in a custodial program;
5. preferred methods and equipment for cleaning and preserving floors, walls and fixtures;
6. proper methods for storing equipment, materials, and supplies;
7. occupational hazards and standard safety practices associated with a custodial program;
8. principles and procedures of record keeping and reporting;
9. modern office procedures, methods and equipment including computer equipment and associated related software applications; and
10. pertinent Federal, State, and local laws, codes and regulations including health and safety laws, codes, and regulations

Skill to:

1. Use and operate the full range of custodial tools and equipment required for the work in a safe and efficient manner.

Ability to:

1. manage, and coordinate custodial services and activities at multiple locations;
2. supervise, direct, and coordinate the work of assigned supervisory and custodial staff;
3. select, train and evaluate staff;
4. participate in the development and administration of program goals, objectives and procedures;
5. participate in the preparation and administration of assigned budgets;

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6. maintain accurate records and prepare clear and technical, administrative and financial reports;
7. interpret and explain department and District policies and procedures;
8. analyze problems, identify alternative solutions, project consequences of propose actions and implement recommendations in support of goals;
9. accurately determine work required and estimate the man-hours, materials, and cost of such work;
10. ensure staff compliance with Federal, State and local rules, laws and regulations;
11. operate office equipment including computer equipment and associated software applications;
12. communicate clearly and concisely, both orally and in writing; and
13. establish and maintain effective working relationships with those contacted in the course of work.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education:

Completion of the twelfth grade supplemented by training or course work in management and supervision.

Experience:

Eight years of institutional custodial experience including three years in a supervisory capacity.

License or Certificate:

Possession of an appropriate, valid California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with some travel among campus sites.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

NOTE: This class specification is not necessarily all inclusive in terms of work detail.

Adopted by Board of Trustees on: April 16, 2019
Effective: April 17, 2019
Job Family: Administrative