

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Manager, Custodial Services	Range: 6 (CL)	Management Schedule
Date Revised:		Date Approved:	November 12, 2013
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD			

PRIMARY PURPOSE

This position is responsible for planning, organizing and directing the work of assigned night shift custodial personnel engaged in the cleaning of buildings and facilities at an assigned campus.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Plans, schedules, coordinates, inspects, supervises and evaluates the day-to-day custodial operations of assigned night shift custodial personnel engaged in the cleaning of buildings and facilities; develops and implements work schedules, goals, priorities and standards for custodial activities; inspects work for completion and conformance with standards.
2.	Orders, receives, inspects, stores and issues custodial supplies, materials and equipment; monitors supply and equipment inventories; maintains and repairs custodial equipment.
3.	Assists with routine custodial project work as a working supervisor, as necessary; makes minor repairs to plant equipment and fixtures.
4.	Assists in the preparation of maintenance and operations budget; monitors and controls budget expenditures; develops, prepares and maintains a variety of detailed and comprehensive reports, records and files related to assigned operations and activities.
5.	Inspects buildings and facilities for maintenance needs and safety hazards; identifies and documents problem areas; reports damage or irregularities requiring facility or equipment repair; prepares repair requests and work orders as necessary.
6.	Organizes, attends, or chairs a variety of administrative and staff meetings as required; serves on committee and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
7.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
8.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
9.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Manager, Custodial Services maintains frequent contact with campus departments and personnel and outside vendors.

EDUCATION AND EXPERIENCE

High School Diploma or GED.

Minimum of three years of journey-level custodial experience in the cleaning and maintenance of buildings and facilities, preferably in an educational institution.

Minimum of one year of experience in a custodial supervisory or lead capacity.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of methods, techniques, equipment, supplies and materials typically used in custodial operations for the maintenance of school buildings and facilities

Knowledge of safety precautions and procedures applicable to custodial operations

Knowledge of operation and use, maintenance and repair of custodial equipment

Knowledge of chemicals used in custodial operations

Ability to develop and implement work standards

Ability to estimate time and material costs of custodial activities

Ability to perform routine maintenance and repair work

Ability to maintain records and prepare reports

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

A valid California Driver's License

WORKING CONDITIONS

Indoor and outdoor environments; intermittent exposure to weather conditions; field environment requiring site inspections; work on slippery and/or uneven surfaces; work at above-ground locations such as ceilings and roofs and in confined and/or awkwardly configured areas; exposure to cleaning agents or hazardous chemicals; subject to exposure to biological conditions which may be unhealthful or hazardous.