CLASSIFIED SUPERVISOR

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: CUSTODIAL SUPERVISOR

BASIC FUNCTION:

Under the general direction of the Director of Facilities, Maintenance, and Operations, plan, organize and supervise the overall custodial activities for an assigned campus; coordinate custodial activities with other maintenance and operations functions; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Schedule and assign work to custodial personnel on all assigned shifts; direct and review work of personnel assigned to various work shifts. 

Inspect work sites on campus, checking neatness and accuracy of work; provide feedback to Custodians regarding the quality of work performed.

Train, supervise, and evaluate the performance of assigned staff; interview and assist in the selection of custodial personnel; provide training and work direction to assigned staff; communicate with assigned staff to resolve issues, concerns, and complaints as necessary.

Maintain proper levels of supplies and equipment used for cleaning activities; order supplies as necessary; take periodic inventories.

Train personnel in use of equipment, including chemicals and solutions used in cleaning and cleaning methods and techniques; inspect labeling of containers, provide training, and maintain records to ensure compliance with CAL/OSHA regulations and requirements.

Coordinate custodial activities with other functions in the maintenance and operations activity; coordinate activities with other instructional programs and public relations activities; ensure staff is available to assist on special events; provide for proper building preparation and maintenance during special events.

Provide for proper set-up of classrooms in accordance with the requests of faculty; prepare work schedules for staff, including assigning building responsibility.

Prepare and administer the budget for custodial activity; monitor budget expenditures during the course of the year; make recommendations for purchase of new equipment and supplies.

Prepare reports related to shift activities; review and authorize time records and overtime according to established District procedures.

Assist Custodians in performance of duties as necessary; assist with lifting heavy objects and equipment.

Revised October 2010
Established May 1999
Assign custodial crews to special projects; evaluate work and provide feedback as necessary; respond to complaints and special requests as necessary. 

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Use and operation of equipment relating to custodial cleaning materials and equipment used in cleaning tile floors, carpeting, and other surfaces  
Current industry trends, including new equipment, methodologies, and products used for cleaning, with an emphasis on environmentally friendly products and technology  
Budgeting techniques and inventory control  
Record-keeping techniques  
Principles and practices of supervision and training  
Health and safety regulations  
Reading and writing communication skills  
Applicable sections of State Education Code and other applicable laws  
Basic office and computer equipment and applicable software applications

**ABILITY TO:**

Analyze situations accurately and adopt an effective course of action  
Meet schedules and time lines  
Plan and organize work  
Understand and follow oral and written directions  
Establish and maintain effective working relationships with others  
Train and supervise personnel  
Maintain records and prepare reports  
Learn and apply new information or new skills to increase efficiency  
Ensure adherence to safe work practices and procedures

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

*Education:* Graduation from high school or evidence of equivalent educational proficiency.

*Experience:* Four years experience in cleaning and maintenance of buildings, including one year in a lead capacity.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California driver's license
WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment
Working during the evening or night shift

PHYSICAL ABILITIES:

Lifting objects weighing up to 50 pounds
Standing and walking for extended periods of time to conduct inspections
Bending at the waist
Pushing, pulling, twisting/turning cleaning equipment
Climbing ladders
Seeing to assure proper and complete cleaning
Dexterity of hands and fingers to operate cleaning equipment
Hearing and speaking to exchange information

HAZARDS:

Cleaning chemicals and related fumes