

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT	
Manager, Custodial Services	Management Team Supervisory	Range: 9.0	Days: 226

JOB DESCRIPTION:

Under direction, organizes, coordinates and directs the work of custodial staff; coordinates District event set-up; develops and monitors departmental budgets; establishes and maintains hazardous materials records; trains, instructs and evaluates custodial staff; and does related work as required.

SCOPE:

The Manager, Custodial Services provides direct management and supervision of custodial activities at all properties of the Sonoma County Junior College District.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Supervises and manages a large staff engaged in custodial activities.
2. Oversees and coordinates the set up for District and community events.
3. Oversees complex custodial maintenance projects such as hardwood floor refurbishing.
4. Supervises student employees and the student work experience program for custodial division; works with Work Experience Coordinators to develop objectives for student assistants.
5. Purchases, orders, receives and maintains custodial supplies and equipment.
6. Develops and monitors budget for the custodial department.
7. Oversees maintenance and equipment repairs.
8. Establishes and maintains hazardous materials and safety program and records.
9. Maintains related records and prepares reports.
10. Organizes and chairs hiring committees and conducts interviews to fill vacant custodial and technician positions.
11. Participates on District-wide committees related to campus safety.
12. Develops specifications and coordinates and supervises contracted custodial projects.
13. Works with Director, Facilities Operations and Manager, Buildings and Equipment Maintenance in dealing with projects that require the combined maintenance staff.

MANAGER, CUSTODIAL SERVICES

14. Coordinates and expedites the distribution and control of equipment from the warehouse to work areas.
15. Functions as the senior Maintenance Department Manager on-line from 5 a.m. to 8 a.m., Monday through Friday.

KNOWLEDGE OF:

1. Procedures, methods, materials, supplies and equipment used in various custodial activities.
2. Techniques of supervision.

ABILITY TO:

1. Supervise a large, diversified staff.
2. Make minor repairs to physical facilities.
3. Estimate types and quantities of materials needed.
4. Keep records and prepare reports.
5. Follow oral and written directions.
6. Work cooperatively with others.
7. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Graduation from high school.

Experience:

Extensive and increasingly responsible experience in custodial and light maintenance work, including experience in a supervisory capacity.

SUPERVISION RECEIVED:

The Manager, Custodial Services/AM reports to the Director, Facilities Operations.

MANAGER, CUSTODIAL SERVICES

SUPERVISION EXERCISED:

The Manager, Custodial Services supervises all custodial staff on an assigned shift. May supervise STNC's and student employees as assigned.

Board Approved: July 16, 2008