Supervisor, Custodial Ops

Job Code 00007137

General Description
Responsible for the administrative supervision and operations of staff to provide a clean, safe, and sanitized environment for students, faculty, staff, and visitors of the University.

Examples of Duties
- Perform all basic custodial duties on an “on-call” basis.
- Prepare and distribute work assignments.
- Participate in new employee interview and interviews for internal promotion.
- Perform employee evaluations and appraisals.
- Enforce attendance policy.
- Perform inspection.
- Train and coordinate safety training.
- May order supplies and maintain departmental equipment and chemical inventory.
- Plan, coordinate, and maintain a schedule for special projects.
- Serve as departmental collateral safety officer.
- Maintain departmental equipment and chemical inventory database.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
- Basic mechanical concepts; university procedures and standards for safety; of OSHA rules; characteristics of and techniques for using custodial equipment and supplies; computers; preparing and conducting training.

Skill in:
- Establishing rapport with a variety of clients; interacting courteously with customers; working as a team member; effectively directing the work of others and motivating output; mediating disputes; problem solving and decision making; filing.

Ability to:
- Understand written job instructions; operate cleaning equipment and mix cleaners; understand department/University policy/procedures; read schematics and measuring devices; complete supply requests forms and time slips; perform intermediate math; deliver instructions and presentations.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
Revised 09/27/2012