

## **Crew Supervisor, Custodians**

### **Job Code 00007051**

#### **General Description**

Responsible for providing a clean, safe, and sanitized environment for students, faculty, staff and visitors of the university by performing custodial duties and directing and supervising the work of custodial staff.

#### **Examples of Duties**

Perform all basic custodial duties.

Complete documentation such as time sheets, daily logs, safety reports, and annual inventory.

Receive work orders and prioritize, schedule, and assign to staff.

Delegate, explain and clarify work assignments.

Supervise and evaluate the work of staff.

Coordinate and conduct new employee interviews and/or interviews for internal promotion.

Ensure safety of crew in the use of machinery and chemicals.

Conduct routine safety training.

Keep track of and enforce attendance policy.

Inspect work areas to ensure they are clean and free of hazards.

Attend internal and external training sessions and meetings.

Plan, coordinate, and maintain work schedule for special projects, time off, and employee rescheduling.

Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** Basic mechanical concepts to operate machinery and determine if it is malfunctioning; safety standards and procedures; techniques for using custodial equipment; word processing software on mainframe computer.

**Skill in:** establish rapport with a variety of clients; interact with often hostile customers; mediate employee disputes; prioritizing workload.

**Ability to:** Understand and interpret job instructions and policies and procedures; verify columns of numbers on supply requests, inventories, and attendance calendar; complete supply request forms, correspondence, time sheets, personnel action reports, work orders, equipment repair and other forms; compute time sheets, attendance records, and supply requests; mix chemicals; direct the work of custodial staff; train staff; maintain daily contact with public and customers for complaints and requests; set up and maintain filing systems for personnel matters, supplies, equipment, and training; coordinate and conduct interviews for new employees and internal promotions.

**Educational 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**