Assistant Director, Custodial Operations

Job Code 00001060

General Description
Responsible for development, monitoring and tracking Custodial Operations budgets and related duties.

Examples of Duties
Monitor budget expenses, purchase orders, and material releases from warehouse.
Review IDT output file and bills on all custodial accounts.
Manage activities for strategic planning, training, preventative maintenance, and HazCom programs.
Monitor budget and procurement process.
Prepare account expenditure reports.
Direct and evaluate the custodial operations training program.
Direct and evaluate the custodial services to the President's residence and Hill House operations.
Review and monitor all P-card purchases.
Maintain assigned custodial accounts.
Review purchases for materials and equipment.
Review and monitor requisitions and PCR's.
Audit work requests and purchases on custodial accounts.
Develop internal budget procedures.
Serve as department head during absences.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
Computer hardware and software including Assetworks; CUFS; University budget processes; accounting principals, laws, guidelines, regulations and policies related to OSHA, TDH, CDC, TXDoT and APPA.

Skill in:
Preparing reports, letters, articles and proposals; establishing rapport with clients and others; interact with often hostile customers; mediate employee disputes; committee work; prioritizing workload; ensuring that billing problems are resolved; resolving account and invoice discrepancies; explaining technical materials to lay persons; organizing and managing others.

Ability to:
Review and understand policies and procedures, legal documents and graphs; perform intermediate math; interpret and apply technical manuals, legal documents, detailed charts, and graphs; negotiate with opposing views.
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