



Lead Custodian (Internal Only)

Review: July 7, 2017

(Job #17-57) Lead Custodian, \$2,713—\$4,610/month. Appointments are typically made at the beginning of the salary range. This is a full-time, benefited, 12-month position with a one-year probationary period in Facilities Management. The anticipated work hours will include a regularly assigned 8 hour shift five days per week; assigned hours will be regular but also include weekends and evenings. The current shift for the majority of custodians on the campus is Monday- Friday, 5:00 p.m. thru 1:30 a.m. Anticipated starting date is Summer 2017. This is an internal-only search.

Position Summary: Under general supervision of the Custodial & Logistics Manager with direction provided by the Custodial Services Supervisor, incumbents provide lead work direction for one or more custodians and also perform a wide range of daily, weekly, monthly, semi-annual and annual general care, custodial cleaning and support for assigned University facilities and areas.

Duties:

- Assigns, reviews and inspects the work of assigned custodial staff. Shares observations with custodial staff and reports such to the supervisor for further review.
- Ensures implementation of custodial services per the adopted building custodial plan. Provides input for revision of custodial plans, manuals and procedures.
- Trains and instructs others in the performance of their duties including appropriate custodial practices and techniques and the safe use of equipment and materials.
- Completes inspection forms, inventory forms, maintenance requests and other forms.
- Assists in ensuring staff time records are filed appropriately in the work management system and time/absence reporting system. Provides input for employee evaluations.
- Identifies and reports equipment, supply and repair needs. Identifies and orders the necessary supplies and materials.
- Clean and maintain assigned areas including dusting and cleaning surfaces; removing trash and recyclables; cleaning and disinfecting restrooms and replenishing supplies; cleaning glass doors, windows, and blinds; cleaning off graffiti; cleaning furniture and upholstery; cleaning light fixtures and exposed ducts/conduits and other building fixtures; polishing woodwork and metal surfaces; cleaning stairwells, walkways and elevators; and performing general housekeeping.
- Clean and maintain floors, including sweeping, dry and/or wet mopping, stripping, sealing, waxing and polishing; vacuuming; spot and full cleaning; and use and care for powered floor cleaning equipment.
- Provide custodial support by responding to emergencies; gathering trash/recyclables; replacing lamps in fixtures; arranging and setting up furniture and equipment; and making minor repairs and adjustments to equipment and furniture, such as oiling doors, tightening screws and replacing feet on chairs and tables.
- Provide general support by reporting repair needs; checking fire extinguishers; serving as a special event custodian; and participating in campus event set-up and clean-up.
- Identify and organize necessary work materials and equipment which may include loading and unloading cleaning supplies and materials.
- Assist with building security by locking doors, windows, setting alarms, notifying campus police of suspicious activity and reporting vandalism.
- Ability to lead and train others in the performance of custodial duties typical to an institutional environment.

Minimum Qualifications: Equivalent of one to two years of prior custodial experience which has provided the knowledge, skills and abilities to be successful as a Lead Custodian including experience providing on the job training and leadership to others. Ability to read and write at a level appropriate to the duties of the position. Possession of a valid California driver's license for the operation of any vehicle or equipment required in the performance of duties.

Knowledge, Skills and Abilities:

- Demonstrated working knowledge of methods, materials, chemicals, and equipment used in custodial work and of the safety and sanitation practices and measures required.
- Working knowledge of effective lead/supervisory practices and techniques.
- Knowledge and understanding of the safe use, storage and transport of cleaning chemicals. Ability to understand the Globally Harmonized System of Classification and Labeling of Chemicals and interpret Safety Data Sheets as appropriate
- Ability to provide lead work direction including training others in proper work methods and safety and providing feedback on work performance.
- Ability to follow and implement department guidelines regarding tasks and task frequencies or as needed to ensure the highest level of quality and client satisfaction.
- Ability to work independently with general supervision to accomplish assigned tasks.
- Ability to read and write at a level appropriate for the duties of the position.
- Ability to operate and care of custodial equipment and supplies applicable to the position.
- Ability to use maintenance management and work reporting systems such as those used to track work orders and obtain warehouse supplies.
- Ability to observe safety requirements and safe work practices and methods as required including the use of personal protective equipment.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere while establishing effective working relationships within a diverse population.
- Ability to recognize and accommodate changing priorities; meet short and long term deadlines/goals; and complete routine tasks despite intermittent interruptions. This includes managing multiple tasks and working proactively to avoid crisis and backlog.
- Ability to operationalize sustainability concepts into all aspects of job duties.

Preferred Qualifications: Equivalent of three or more years of experience providing oversight and supervision of staff in a custodial services environment. Possession of an appropriate driving record which is interpreted according to UCAM 6562 which requires certification that incumbent has not been issued more than three moving violations or been responsible for more than three accidents (or any combination of more than three thereof) during the past 12 months.

Application Procedure: Please note that Humboldt State University now requires application materials to be submitted electronically. If assistance is needed, the Human Resources & Academic Personnel Services office (located in Siemens Hall room 212) has a computer station available and our front office team would be happy to assist you. Qualified applicants should submit electronically the following materials:

- Letter of Interest;
- [HSU Employment Application](#);
- Resume or Curriculum Vitae;
- Contact information for at least three professional references

Submission of the application materials should be sent as email attachments to careers@humboldt.edu. **Please include your last name and the job # (17-57) in the subject line of the email.**



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

Application Deadline: This position is open until filled. The first review of applications will be Friday, July 7, 2017.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education—or activities only part of which are qualifying—will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 2015

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Publication Date: June 9, 2017

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.



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