HUMBOLDT STATE UNIVERSITY

Custodial Services Supervisor

Review: July 7, 2017

(Job #17-67) Administrator I, Custodial Services Supervisor. Salary is commensurate upon experience. This is a full-time, benefited, 12-month managerial position in Facilities Management. The anticipated work hours will include an assigned 8 hour shift five days per week; assigned hours will be regular but also include weekends and evenings. The current shift is Monday- Friday, 4:00 p.m. thru 1:00 a.m. Anticipated starting date is Summer 2017.

Position Summary: Reporting to the Custodial & Logistics Manager and in collaboration within the Department and campus, the Custodial Services Supervisor is responsible for providing direct supervision, management and leadership for custodians and is responsible to assist with the development of custodial services plans, procedures, and training programs ensuring such is in alignment with policies and regulatory requirements as well as the University's mission, values and adopted Departmental and Unit goals.

Minimum Qualifications: Five years work experience in a custodial services setting completing similar duties as described two years of which include a lead or supervisory assignment. Proven experience in custodial services management and knowledge of custodial care practices and standards. Possession of a valid California driver's license for the operation of any vehicle or equipment required in the performance of duties.

Duties:

- Assists in the recruitment process including development of recommendations for hire.
- Assists in the personnel evaluation process by developing draft evaluations, reviewing with the Manager and, upon approval, reviewing with staff.
- Develops work schedules. Provides input for special event resource requirements.
- Assists in the development of custodial care plans based on campus priorities.
- Provides leadership to and supervision of Lead Custodians and Custodians as required to ensure successful delivery of custodial services to the campus.
- Leads training efforts including orientation and basic custodial training, specific assignment custodial care plan training, and special custodial project training.
- Utilizes the Maintenance Management System (AIM) to assign, track, prioritize, plan, schedule and manage deployment of resources required to implement services.
- Inspects all services areas routinely for compliance with custodial service plans; takes corrective action as required to ensure services meet plan intent.
- Implements safety program for custodial staff including management of records and documentation. Provides feedback and suggested improvements to safety program.
- Assists in the development of and implements customer service and efficiency initiatives and policies as well as other tasks required to manage services in a cost effective, customer-oriented manner.

Knowledge, Skills and Abilities:

- Demonstrated knowledge in the management and supervision of services and personnel.
- Demonstrated knowledge of custodial services and processes, procedures, standards, benchmarks and terminology pertaining to the custodial services industry.
- Demonstrated knowledge of custodial equipment, tools and chemicals including those required to achieve custodial care plans.
- Demonstrated ability to plan and implement training sessions in the care and operation of custodial equipment and proper use of cleaning materials and supplies as well as safe operating practices.
- 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.
- Well-developed skills concerning use of Microsoft Office products and developed skills concerning use of profession-specific software.
- Ability to read, write and perform mathematical equations as required for the position.
- Ability to gather and tabulate data in a manner resulting in the type of reports required to prioritize, schedule, and manage resources (labor and materials).
- 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.

(Continued on reverse)

- Ability to operationalize sustainability concepts into all aspects of job duties.
- Well-developed analytical and planning skills. Knowledge of federal, state and local laws and regulations related to the duties assigned.
- Well-developed interpersonal and verbal communication and writing skills. Proven skills in leadership, team building and fostering cooperation.

Preferred Qualifications: Bachelor's degree. Two years of work experience in a University setting, one year of which included a supervisory assignment. Proven experience in institutional or commercial custodial services management. Demonstrated knowledge of custodial care practices and standards for an institutional or commercial 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;
- 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 # (17-67) in the subject line of the email.**

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:3318

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.

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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.

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.