Custodial Services Supervisor
Facilities Management
Job #19-94
Close Date: Sunday, August 22, 2021

(Job #19-94) Administrator I, Custodial Services Supervisor. Salary is commensurate with qualifications and experience. This is a full-time, benefited, 12-month pay plan position in Facilities Management. This position is an Administrator I in the California State University Management Personnel Plan (MPP). Under this plan, incumbents are subject to normal management reviews and serve at the pleasure of the University President. Additional information, including the extensive benefits package, can be found at http://www.calstate.edu/HRadm/policies/mpp.shtml. The position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at https://hraps.humboldt.edu/employee-benefits.

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Position Summary: Reporting to the Custodial Services 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.

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 and provides input for special event resource requirements
- Assists in the development of custodial care plans based on campus priorities

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• 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

Minimum Qualifications: Three 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. 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. 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:

Knowledge of:
• Management and supervision of services and personnel
• Custodial services and processes, procedures, standards, benchmarks and terminology pertaining to the custodial services industry
• Custodial equipment, tools and chemicals including those required to achieve custodial care plans
• Safe use, storage and transport of cleaning chemicals

Skills:
• Use of Microsoft Office products and developed skills concerning use of profession-specific software

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
• Understand the Globally Harmonized System of Classification and Labeling of Chemicals and interpret Safety Data Sheets as appropriate
• Read, write and perform mathematical equations as required for the position
• Gather and tabulate data in a manner resulting in the type of reports required to prioritize, schedule, and manage resources (labor and materials)
• Initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere while establishing effective working relationships within a diverse population
• 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
• Operationalize sustainability concepts into all aspects of job duties

Preferred Qualifications: Bachelor’s degree and 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: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

• Letter of Interest
• Resume or Curriculum Vitae
• Contact information for at least three professional references
• HSU Employment History Form (HSU Employment History Form: https://forms.humboldt.edu/employment-history-form; NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

CLICK HERE TO APPLY NOW: http://apply.interfolio.com/72746

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Sunday, August 22, 2021.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or HSU’s Human Resources Office at (707) 826-3626.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi’ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

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.

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 of approximately 7,000 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 approximately 135,000. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.
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. Humboldt State University is not a sponsoring agency for staff or management positions (i.e. H-1B Visas).

Evidence of required degree(s), certification(s), or license(s) is 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 employment status of candidates or continued employment of current CSU employees who are being considered for the position.

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.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

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See more photos at Humboldt State University’s Flickr page.