**Pittsburg State University**

**Job Description**

**Custodian Supervisor (G0N106)**

**FLSA Status:** Non-Exempt
**Grade: 006 Hourly Staff**

**Job Family:** Campus Operations and Services
**Career Ladder: Custodian 3**

**Updated: 2/5/2019**

***The Job Description is the document used to assign positions to jobs. The Position Description is the document that provide details about a position that has been assigned to the job. The Position Description includes specific duties performed by the employee on the position, including the percentage of time duties are performed. The Position Description also identifies preferred education and experience and competencies (knowledge skills and abilities) in addition to those identified in the Job Description. Details in the Position Description are used to assess the performance of the employee assigned to the position.***

**General Description of Job – Primary Function, Supervision and Instruction Received, and Interactions**

*The information in this section includes the primary function of the job (what positions assigned to the job must accomplish) and the major objective (why that function is performed). Additional information may be added in the Position Description. The information will be used in the posting when the position is advertised*

**Primary Function:** The primary function of the Custodian Supervisor job is to manage and oversee the workflow and needs of a custodian team assigned to campus facilities; including classrooms, offices, and other facilities and spaces owned or maintained by the university, including outdoor space.

**Supervision and Instruction Received:** Positions assigned to the Custodial Supervisor job usually report to a Maintenance Supervisor but may also report to a supervisor with a different job. Instruction received is under general direction. The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priorities. Additional, specific instructions are given for new, difficult, or unusual assignments. The employee uses initiative in carrying out a variety of recurring duties within established policy guidelines. The supervisor assures that the work is technically accurate and in compliance with instructions or established procedures.

**Interactions (purpose, with whom, frequency):** The Custodian Supervisor frequently interacts with building users and visitors while performing duties. Employee may occasionally experience frequent contact with students and/or administration depending on their assignment.

**Examples of Essential Duties and Responsibilities**

*The following are examples of essential duties and responsibilities that may be required for a position assigned to this job. Specific duties and the percentage of time performed are found in the Position Description for the position assigned to this job.*

1. Supervise and direct custodian staff in performance of all aspects of cleaning, housekeeping and small maintenance for all assigned campus facilities, including classrooms, offices, student housing, as well as any other facility or space owned or maintained by the university, including outdoor space.
2. Participate in the hire process for new employees. Train, counsel and evaluate custodian team members. Work with appropriate staff regarding human resources activities such as timecards, time off requests, recommended disciplinary actions and annual performance evaluations.
3. Discuss cleaning activities, staff performance, upcoming events or unique cleaning or maintenance needs and other issues with building occupants.
4. Coordinate and communicate with other PSU staff, including maintenance and trades.
5. Provide on-site inspections of facilities, rooms, storage areas, fixtures, hallways and custodial equipment to examine work results.
6. Acquire needed supplies and materials for the team.
7. Perform any other related duties as required or assigned.

**Leadership, Supervisory or Management Responsibilities**

Mark an “X” next to the one statement which best describes the job, if applicable.

|  |  |
| --- | --- |
|  | Lead worker (assigns, trains, schedules, oversees, or reviews the work of others) |
| X | Supervisor (plans, staffs, evaluates and directs work of employees in a work unit) |
|  | Indirect Supervisor (delegates authority to carry out work of a unit to subordinate supervisors or managers) |

The number of employees led, supervised, or managed is included in the position description.

**Minimum Education and Experience – Required at Hire**

*The following minimum education and experience is required at time of hire. Addition education and experience may be preferred. Preferred education and experience is identified in the Position Description.*

* 3 years of related experience
* Previous experience leading staff and/or coworkers in events and special projects

**Examples of Competencies – Knowledge, Skills and Abilities (KSA’s):**

*The competencies listed below are representative of the knowledge, skill, and/or ability that may be required. Specific competencies and frequency performed are found in the Position Description for the position assigned to this job.*

* Use close vision and be able to focus – Regularly.
* Talk and hear – Regularly.
* Sit, stand and bend at the knee and waist, walk, lift, twist, pull and push – Regularly.
* Ability to operate telephone and basic computer skills- Regularly.
* Climb tall ladders – Occasionally.
* Ability to lift and move equipment and furniture over 25lbs. – Occasionally.
* Perform repetitive wrist, hand and/or finger movement – Regularly.
* Stand and walk for extended periods – Regularly.
* Physical stamina to clean buildings and facilities, including outdoor space – Regularly.
* Work with various cleaning solutions – Regularly.

**Environmental Conditions (Hazards, Risks or Discomforts)**

*The environment conditions listed below are representative of the environmental conditions that may be present for a position assigned to this job. Environmental conditions for a position are found in the Position Description for the position assigned to this job.*

* Position requires work inside and outside buildings and facilities.
* May be exposed to moderate noise levels.
* May work on wet surfaces.
* Must use electrical equipment with potential exposure to electricity.
* Must use chemicals.
* May need to use and climb high ladders.

**Equipment or Machines Used**

*The following are examples of equipment or machines that may be regularly used to perform the duties of the position. Specific equipment and the frequency used is found in the Position Description for the position assigned to this job.*

* Standard cleaning equipment such as vacuums and sweepers.
* Power washing equipment such as pressure washers, turbo blowers, and floor polishers.
* Snow removal tools such as shovels.

**License or Certification Required by Statute or Regulation**

*List license(s) or certification(s) appropriate for the position. Indicate those that are required by statute or regulation at time of hire.*

None

**Additional Requirements**

*The following are examples of additional requirements that may be required to perform the duties of the position. Additional requirements for a position are found in the Position Description for the position assigned to this job.*

* Blood Borne cleaning and disposal of all waste products.
* Regular attendance is a necessary and essential function
* Must be able to work on evening and weekends occasionally.
* Satisfactory Pre-Hire Background Checks Required:
	+ Sex Offender Registry Check
	+ Criminal Record

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