



DATE ISSUED: 06/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Supervisor, Custodial Services

JOB SUMMARY

Performs supervisory work in the organization and coordination of custodial services. Responsible for the selection of new employees, and for the training and general supervision of personnel involved in custodial services. Assignments usually consist of a general statement of desired objectives and initiative is required to formulate methods within established policies and guidelines. Work is performed under the supervision of the Director of Physical Plant and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Physical Plant

Supervises: Custodial staff

PRIMARY DUTIES - May include, but not limited to the following:

Assists in the preparation and administration of training programs for departmental personnel.

Assists in related personnel functions for supervised employees.

Maintains records and prepares reports.

Inspects assigned buildings and work for conformance to established procedures, methods, and standards.

Tests and evaluates new cleaning materials and methods.

Supervises custodial personnel and schedules non-routine assignments to accomplish work load.

Inventories and orders cleaning supplies and equipment.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Administers the custodial program in the absence of administrative personnel.
Assists in scheduling staff meetings.
Assists in loading and unloading shipments of supplies and materials.
Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Additional years of job-related education may substitute for the required experience on a two-for-one basis.

EXPERIENCE

Five years of experience in building custodial and maintenance work.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization through the university.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Considerable knowledge of the materials, methods, and practices essential to the cleaning of buildings.

Ability to instruct and train employees.

Ability to effectively communicate orally, both in person and by telephone and radio; and in writing.

Ability to plan, organize and coordinate the work of a large custodial group.

Ability to use/operate a buffer, vacuum, water vacuum, a mop, broom, dust pan, mop bucket and wringer.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to use a personal computer and other office equipment.

Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. Ability to regularly climb stairs and occasionally climb a six foot ladder. Ability to lift and carry approximately 25 pounds and to push, pull, or drag approximately 30 pounds. Specific vision abilities required by this job.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors. The noise level is usually low to moderate.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should require their employees to operate equipment safely and report any unsafe work conditions or practices to management or the Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the

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differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.