

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

Page: 1 of 2  
Job Code: D1030  
Original Date: 07/1989  
Last Revision: 03/2017  
Staff Type: Classified  
FLSA status: Non-exempt  
Salary Range: 06

Title: Facilities Supervisor - Custodial I

Unit: Supervisory and Professional

### DEFINITION

Under the general supervision of a Regional Facilities Officer or assigned manager or supervisor, serve as shift supervisor of custodians at a site; plan, organize, and supervise cleaning, assigned duties, and staff.

### DISTINGUISHING CHARACTERISTICS

The Facilities Supervisor - Custodial II performs duties of lead custodian and independent supervisor, interacting with more professional contacts. The Facilities Supervisor - Custodial I performs duties of lead custodian, performing a smaller range of duties with limited independent decision making.

### EXAMPLE OF DUTIES

1. Plan, organize, coordinate, and supervise custodial staff; prepare performance evaluations. Develop and assign work schedules.
2. Receive and distribute supplies and materials for the Facilities Department; maintain records and prepare reports.
3. Receive and process equipment repair orders; estimate and order supplies and materials.
4. Inspect buildings for sanitation conditions, safety and cleanliness; report unsafe conditions and provide for remedy; coordinate special projects involving safety, cleaning, and security matters; ensure fire equipment is in proper working order.
5. Train personnel in operation of new equipment and machinery and the use and handling of various chemicals and hazardous materials explaining safety and health precautions. Maintain SDS files for site or department. Implement and enforce safety regulations and practices.
6. Conduct weekly and monthly inventories; assure proper equipment and materials are available.
7. Assist in arranging facilities for special events.
8. Monitor work of custodial staff; supervise and provide work direction to custodians and evaluate their performance.
9. Perform maintenance responsibilities, including simple repair of equipment, buildings, and machinery.
10. Implement and interpret district policies and procedures.
11. Work with campus police department in maintaining site security; may be responsible for lost and found at a small site.
12. Interact with various levels of staff and with students.
13. May be on call at a small site.
14. Perform related duties as assigned.

**DESIRABLE QUALIFICATIONS**

Knowledge:

- Basic blueprint reading.
- Modern custodial methods, materials, chemicals, disinfectants, hand tools, and equipment.
- Operation and use of computers and basic software applications necessary for area of specialty.
- Oral and written communications skills.
- Overall knowledge of air-conditioning, lighting, heating, and plumbing systems.
- Principles of effective supervision and training.
- Sanitation and safety measures used in the operation, cleaning, and care of equipment and work areas, including handling of hazardous materials.

Skills and Abilities:

- Analyze situations and adopt effective course of action.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Establish and meet schedules and time lines.
- Estimate and order materials and supplies needed.
- Lift up to 65 pounds.
- Maintain accurate and current records.
- Plan, organize, coordinate, and supervise the work of a custodial staff.
- Train and supervise personnel.
- Understand and follow oral and written directions.

Training and Experience:

- Any combination of training and experience equivalent to: one year of full-time supervisory experience at the level of Custodial Crew Leader or three years of full-time experience as a Custodian in combination with one year full-time supervisory experience in any job setting.

License:

- Valid California driver's license.

**WORKING CONDITIONS**

Physical Requirements:

- Category II

Environment:

- May include less desirable extremes.