

# University of Houston – Clear Lake

## Position Description

Job Title: **Director, Grounds and Custodial Services**

Job Code: **2357**

Pay Grade: **060** FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Associate's degree or equivalent combination of education and recent related experience.	
Experience	Minimum of five years supervisory experience	Two to five years of custodial maintenance and grounds maintenance management experience. Bilingual (Spanish)
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**Provides direction, oversight, and supervision to assure the delivery of consistently high quality work in custodial services and ground maintenance.**

Duties and responsibilities	% Time
Manages all custodial and grounds maintenance throughout the campus.	50
Coordinates or accomplishes the preparation of reports, work orders, project design criteria and specifications, disciplinary actions, performance evaluations, accident reporting and contract documents. Reviews timecards and timesheets. Assures adherence to safety policy and guidelines.	25
Reviews and approves equipment purchase requests for material and equipment relating to grounds and custodial construction projects. Monitors worker's compensation related absentees. Coordinates return to work program with the Human Resources Department. Directs the planning and execution of work plans and techniques which promotes the safe and sanitary environment. Assures the continued renewal of buildings and grounds. Directs civil projects through contractors and architects assuring adherence to the university's campus master plan requirements. Review specifications for maintenance and professional services contracts. Prepare, review, and/or interpret project management schedules as necessary. Attends preconstruction meetings. Inspect all construction relating to campus infrastructure projects for quality assurance and accuracy of completed work while in progress and upon construction completion. Assists in developing project standards and improve processes. Assures the safe application and proper maintenance of small engine repair and applicable licensing relating to handling of pesticides. Assists in coordinating the temporary storage, labeling, and planning for disposal of hazardous wastes with the coordination of Environmental Health and Safety. Assures the design and implementation of landscape projects for seasonal rotations, new bedding preparations, vermering, pruning, etc. Other duties as assigned.	25

*This position description describes the general qualifications, duties and responsibilities of work being performed.*