

JOB INFORMATION

Effective Date	1/9/2023
Job Code:	9933
Job Title:	Cust Supervisor
Salary Grade/Structure:	180 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	60-Skilled Crafts
Job Function:	Facilities
Job Family:	General Maintenance
Job Summary	The Custodial Supervisor is responsible for assigning duties, inspecting work, and investigating complaints regarding janitorial services and take immediate corrective action. The Custodial Supervisor will secure and assure that all equipment is maintained and in working order. The Custodial Supervisor will also make sure buildings have sufficient janitorial supplies by taking periodic inventories of supplies and materials. In addition, will train, discipline, and recommend dismissals of employees. Also, act as liaison between building occupants or administrators and supervisors to effectively communicate all directives from managers, building occupants and administrators to janitorial staff.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
High School Diploma or GED	Associate’s Degree or equivalent combination of education and experience.	Required	
Bachelor’s Degree	Bachelor’s Degree or certification from a technical specialty program.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	Minimum of five (5) years custodial maintenance experience in a university, hospital or hotel setting.	Required	
Less than 3 yrs	Minimum of two (2) years custodial lead/supervisory experience in a university, hospital or a commercial setting.	Required	
Less than 3 yrs	Bilingual: English/Spanish	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Current, valid Texas Driver's License	Upon Hire	Required	

Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Must possess the ability to use all assigned equipment, tools and supplies and teach others in respective use. 	Basic
<ul style="list-style-type: none"> Have familiarity with safety programs and possess the ability to teach them to the staff. 	Basic
<ul style="list-style-type: none"> Ability to communicate effectively with students, employees, management. 	Basic
<ul style="list-style-type: none"> Ability to evaluate different cleaning techniques and utilize the best and most productive methods, materials and equipment. 	Basic
<ul style="list-style-type: none"> Knowledge on buffing, stripping and carpet cleaning operations. 	Basic
<ul style="list-style-type: none"> Must be able to lift, carry and push heavy loads and safely use a ladder. 	Basic
<ul style="list-style-type: none"> Ability to maintain custodial equipment. 	Basic

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Develops the scope of work and manages daily custodial contracted services. 	25%
<ul style="list-style-type: none"> Prepares shift time sheets and records absences, arrivals, and departures, for processing through the departments payroll system, works with scheduling department and posts all overtimes assignments. 	20%
<ul style="list-style-type: none"> Trains all employees in housekeeping practices and on the proper use of all custodial equipment. Evaluates employee performance and takes appropriate personnel action to remedy remedial work or performance. 	10%
<ul style="list-style-type: none"> Evaluates work areas for effectiveness of housekeeping and takes corrective measures for deficient work. 	10%
<ul style="list-style-type: none"> Responsible for overseeing daily housekeeping care of administrative offices and suites, classrooms, common areas, laboratories and restrooms as well as for the daily care and inventory of the custodial office, break room and custodial closet. 	5%
<ul style="list-style-type: none"> Perform all recruiting, hiring, training, mentoring, motivating, and management of supervisors and overseeing the management of the staff under each supervisor. 	5%
<ul style="list-style-type: none"> Implements and follows safety regulations. Initiates all accident reports and conducts investigation of accident causes. Responds to all accident reports and corrects any violations or conditions that may be potentially harmful or fatal to the staff. Follows MSDS instructions. 	5%
<ul style="list-style-type: none"> Computes required custodial support for special projects, assigns required personnel and advises the director, prepares duty rosters and ct/ot schedules. 	5%
<ul style="list-style-type: none"> Orders custodial supplies to ensure that proper levels of equipment are in stock for daily use 	5%
<ul style="list-style-type: none"> Prepares and administers performance assessments on custodial staff. 	5%
<ul style="list-style-type: none"> Performs other duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No

Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Labor

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting					X	
Carrying					X	
Pushing					X	
Pulling					X	
Climbing					X	
Balancing					X	
Stooping					X	
Kneeling					X	
Crouching					X	
Crawling					X	
Reaching					X	
Handling					X	
Grasping					X	
Feeling					X	
Talking					X	
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet			X		
Noise					X
Hazards					X
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Travel Requirements

Estimated Amount	Brief Description