
Auburn University Job Description

Job Title: **Coord, Custodial Project Svcs**

Job Family: No Family

Job Code: **NA16***

Grade 31: \$31,300 - \$52,100

FLSA status: Non-exempt

Job Summary

Coordinates custodial projects and services for university buildings.

Essential Functions

1. Surveys and inspects custodial storage spaces to ensure appropriate storage of equipment and supplies.
2. Determines the need for and coordinates completion of special cleaning projects within assigned buildings.
3. Surveys and inspects floors to determine and recommend floor care needs.
4. Ensures supplies and equipment are available for custodial and floor care work.
5. Prepares and maintains plans and rosters for special event custodial staff coverage.
6. Coordinates the training for custodial and floor care staff.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	3	Experience in custodial floor care techniques

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of safe and proper use of chemicals and cleaning materials needed for custodial services.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/3/2012
