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## Auburn University Job Description

Job Title: **Coord, Custodial Services Proj**

Job Family: No Family

Job Code: **NB84**

Grade 33: \$39,300 - \$65,500

FLSA status: Exempt

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### Job Summary

Responsible for coordinating in-house and outsourced services including custodial and floor care services throughout campus.

### Essential Functions

1. Coordinates with clients and departments on the delivery of in-house and outsourced custodial services for the University campus ensuring quality assurance meets customer and University standards and expectations.
2. Performs special assignments such as providing information on operational issues, implementing procedural changes and coordinating Building Services staff for special events.
3. Surveys and inspects floors to determine, recommend, and coordinate the completion of floor care needs.
4. Responsible for maintaining the services request database for floor care and providing updates to customers on scheduled requests.
5. Coordinates the preparation and negotiation of service contracts (pest control, refuse, etc.) for Auburn University.

### 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.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	High School	High School Diploma or equivalent
<b>Experience (yrs.)</b>	6	Experience in overseeing contracts and managing custodial/floor care services

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

Knowledge of safe and proper use of chemicals and cleaning materials needed for custodial services, and OSHA as it relates to providing custodial services.

#### Certification or Licensure Requirements

Valid Driver's License

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### 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, talking, hearing, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, handling objects with hands, and lifting up to 50 pounds.

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

Date: 1/31/2011

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