



## JOB INFORMATION

|                         |                      |
|-------------------------|----------------------|
| Job Code                | NB87                 |
| Job Description Title   | Asst Supv, Custodian |
| Pay Grade               | FM08                 |
| Range Minimum           | \$34,070             |
| 33rd %                  | \$38,610             |
| Range Midpoint          | \$40,880             |
| 67th %                  | \$43,160             |
| Range Maximum           | \$47,700             |
| Exemption Status        | Non-Exempt           |
| Approved Date:          | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 8/7/2013             |

## JOB FAMILY AND FUNCTION

|               |                                       |
|---------------|---------------------------------------|
| Job Family:   | Facilities, Maintenance, & Operations |
| Job Function: | Environmental Services                |

## JOB SUMMARY

Assists in monitoring and directing custodians and floor care technicians as well as participates in custodial and/or housekeeping activities in Auburn University facilities and buildings.

## RESPONSIBILITIES

- Assists with assigning and prioritizing duties to employees ensuring buildings and facilities are maintained in a clean and orderly manner.
- Create, maintain, and verify employee work schedules and hours worked.
- Monitors and inspects work areas to ensure proper cleaning methods, materials, and equipment are being used and maintained.
- Assists with overseeing procurement of equipment and supplies and maintaining adequate inventory.
- Maintains a clean and safe working environment by performing custodial, floor maintenance, recycling, and housekeeping duties.
- Answers questions and complaints concerning performed work within assigned facilities/buildings.
- Assists in maintaining and monitoring a housekeeping budget.
- Follows recycling program procedures ensuring proper methods are being followed.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level            | Focus of Education                |     | Years of Experience | Focus of Experience                     |  |
|----------------------------|-----------------------------------|-----|---------------------|-----------------------------------------|--|
| High School Diploma or GED | High School Diploma or equivalent | and | 2 years of          | Experience in custodial care techniques |  |

Substitutions Allowed for Experience ☒ Yes

*Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

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

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications                        | Licenses/Certification Details | Time Frame | Required/Desired |  |
|------------------------------------------------|--------------------------------|------------|------------------|--|
| DL NUMBER - Driver License, Valid and in State | for some positions.            | Upon Hire  | Required         |  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: ☒ Other

### PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              | X          |            |        |
| Walking                       |       |        |              | X          |            |        |
| Sitting                       |       |        | X            |            |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        |              | X          |            |        |
| Reaching                      |       |        |              | X          |            |        |
| Talking                       |       |        |              | X          |            |        |
| Hearing                       |       |        |              |            | X          |        |
| Repetitive Motions            |       |        |              | X          |            |        |
| Eye/Hand/Foot Coordination    |       |        |              | X          |            |        |

### WORKING ENVIRONMENT

| Working Condition  | Never | Rarely | Occasionally | Frequently | Constantly |
|--------------------|-------|--------|--------------|------------|------------|
| Extreme cold       |       |        |              | X          |            |
| Extreme heat       |       |        |              | X          |            |
| Humidity           |       |        |              | X          |            |
| Wet                |       |        |              | X          |            |
| Noise              |       |        |              | X          |            |
| Hazards            |       |        |              | X          |            |
| Temperature Change |       |        |              | X          |            |

WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Atmospheric Conditions |       |        |              | X          |            |
| Vibration              |       |        |              | X          |            |

Vision Requirements:

Ability to see information in print and/or electronically.