
Auburn University Job Description

Job Title:	Supv, Custodian	Job Family:	No Family
Job Code:	NB56	Grade 31:	\$31,300 - \$52,100
FLSA status:	Non-exempt		

Job Summary

Monitors, directs, and participates in custodial and/or housekeeping activities in Auburn University facilities and buildings.

Essential Functions

1. Assigns and prioritizes duties to employees to ensure facilities and buildings are maintained in a clean and orderly manner.
2. Inspects work areas for the use of proper methods and materials.
3. Oversees maintenance, dispensing, and procurement of equipment and supplies.
4. Maintains a clean and safe working environment by participating in custodial, floor maintenance, and/or housekeeping activities.
5. Answers questions and complaints concerning performed work within assigned facilities/buildings.
6. Maintains and monitors a housekeeping budget.
7. Maintain and verify employees' hours worked and leave used.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	3	Experience in custodial care techniques

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. Developed supervisory skills.

Certification or Licensure Requirements

Valid driver's license may be required for some positions.

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, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 1/5/2012
