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## Auburn University Job Description

Job Title: **Mgr, Custodial Serv**

Job Family: No Family

Job Code: **NB86**

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

FLSA status: Exempt

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### Job Summary

Manages the planning and delivery of custodial care and grounds upkeep for assigned facilities and venues.

### Essential Functions

1. Plans, organizes and directs the activities of the custodial staff and contracted providers ensuring appropriate standards of professional custodial care are met across all assigned facilities and venues.
2. Develops, recommends and implements strategies to achieve service delivery at the most effective and efficient levels.
3. Responsible for scheduling custodial staff to assigned buildings based on the level of care needed.
4. Manages inventory and supply acquisitions ensuring that they are available to custodial, maintenance and other assigned internal personnel.
5. Manages the work and activities of in-house staff and various contracted services and service providers ensuring appropriate levels of care and service are delivered.
6. Provides leadership, technical expertise and conducts customer and employee relations on an ongoing basis to achieve client and staff satisfaction.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*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 building care and custodial services support

#### 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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 3/20/2018

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