AUBURN
Human Resources

Mgr, Custodial Serv

Job Description

JOB INFORMATION

Job Code	NB86
Job Description Title	Mgr, Custodial Serv
Pay Grade	FM13
Range Minimum	$46,580
33rd %	$55,890
Range Midpoint	$60,550
67th %	$65,210
Range Maximum	$74,520
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/20/2018

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

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

RESPONSIBILITIES

- 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.
- Develops, recommends and implements strategies to achieve service delivery at the most effective and efficient levels.
- Responsible for scheduling custodial staff to assigned buildings based on the level of care needed.
- Manages inventory and supply acquisitions ensuring that they are available to custodial, maintenance and other assigned internal personnel.
- 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.
- Provides leadership, technical expertise and conducts customer and employee relations on an ongoing basis to achieve client and staff satisfaction.

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	Supervises others with full supervisory responsibility.

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 to 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	High School Diploma or equivalent	and	6 years of	Experience in building care and custodial services support	

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, and OSHA as it relates to providing custodial services.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

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