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## Auburn University Job Description

Job Title: **Mgr, Custodial Svcs Operations**

Job Family: No Family

Job Code: **NC93**

Grade FM13 \$40,400 - \$64,600

FLSA status: Exempt

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### Job Summary

Manages and coordinates the daily custodial/floor maintenance services of assigned facilities.

### Essential Functions

1. Manages and leads custodial, floor maintenance, and other assigned staff supporting Building Services.
2. Develops and tracks an annual custodial/floor maintenance plan detailing tasks to be completed and providing status updates to stakeholders.
3. Manages all custodial/floor maintenance activities and personnel of assigned facilities.
4. Communicates with others to keep them informed of work progress, responds to complaints, and answers questions.
5. Develops, tracks, and analyzes service metrics to improve the quality of services rendered.

### 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>
<b>Education</b>	Four-year college degree	Degree in Management, Business Administration, or related field
<b>Experience (yrs.)</b>	3	Experience in the management and supervision of support personnel and processes

#### Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

#### 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 facilities management, custodial/floor maintenance best practices, 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 sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

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

Date: 6/24/2014

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