

# **Sul Ross State University**

## **Position Description**

**Official Title:** Custodial Services Supervisor

**Salary Group:** 9

**Job Code:** 7512

### **Summary**

Function: Skilled supervisory work in the custodial maintenance of all University building.

### **Duties**

Essential: Assists the superintendent in the planning, coordination and supervising techniques and procedures utilized by all house keeping personnel; maintain cleaning schedules plus work assignments that are received in written form should be performed; maintain stock control records that will reflect the building, housekeeping personnel and building of the University; monitors consumptions in regard to controlled purchasing, warehouse and programming funds necessary for equipment, supplies and salaries; schedules, assigns and directs the work of all University custodial employees; store and warehouse all types of house keeping supplies that will be utilized in the custodial duties for the entire University. Other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

### **Supervision**

Received: Assignments and direction from General Services Superintendent.

Given: Supervise the work of classified and student employees.

### **Education**

Required: High school graduate or equivalent.

Preferred: Vocational schools; house keeping.

### **Experience**

Required: Considerable experience in custodial maintenance and some experience in supervision.

Preferred: Knowledge of the practices, methods, materials, tools and equipment of the custodial trade; knowledge of the hazards and safety precautions of the work; considerable knowledge of housekeeping chemicals, their usage and proper mixing of concentrates.

### **Equipment/Skills**

Required: Knowledge of the tools and equipment of the custodial trade.

Preferred:

### **Working Conditions**

Usual: Standard indoor daytime conditions. Position is Security Sensitive. After hours and weekend on-call availability required.

Other: Current driver's license and driving record acceptable to the University must be maintained as a condition of employment.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: April, 1999