

# Sam Houston State University Human Resources

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## Staff Classification Description – Custodial Foreperson

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**Skill Category:** Service/Maintenance

**Position (Employee) Class:** 7N140 (N1)

**Grade:** 9

**Date:** 10/2014

**Department:** As assigned

**Educational & Experience Requirement:** High school graduate or G.E.D. equivalent. Technical/vocational training related to job duties would be helpful. Six years experience in institutional, commercial, or industrial cleaning, with at least two years in a supervisory capacity. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Performs supervisory work in custodial maintenance and related work. Responsible for assigning and scheduling the work of a crew of custodial workers and checking work for completion.

**Supervision Given & Received:** Works under general supervision and supervises all lead custodians and of a group or groups of custodial workers.

**Primary Responsibilities:** Schedules and coordinates the work of a group or groups of custodial workers. Advises them of special assignments or changes in work routine. Inspects completed work. Assists in disciplinary actions and hiring decisions. Receives and handles complaints from occupants of buildings. Requisitions supplies and maintains supply records. Performs building inspections and corrects the problem. Assists in maintaining inventory of equipment and supplies. Maintains key log and distribution of all keys. Performs other related duties as assigned.

**Other Specifications:** Position requires driving and operating a university vehicle, therefore, a valid Texas driver license and driving record acceptable to the University's insurance carrier is required. Basic computer skills are required to enter work orders for maintenance/repair of buildings. Knowledge of methods, materials, and equipment in cleaning office buildings. Proficiency in all duties performed. Working conditions involve exposure to disagreeable elements such as dirt, dust and chemicals. Ability to maintain good working relationships with subordinates and other University employees and students.

Uniforms and identification badges are provided by the University according to departmental policy.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**