

Sam Houston State University Human Resources

Staff Classification Description – Custodial Services Supervisor

Skill Category: Professional
Position (Employee) Class: 3N041 (E1)
Grade: 11
Date: 10/2014

Department: Custodial Services

Educational & Experience Requirement: High school graduate or G.E.D. equivalent with eight (8) years experience, in a supervisory capacity, managing or directing custodial operations. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Directs the operational and personnel activities of the department as related to custodial staff in educational and general campus buildings.

Supervision Given & Received: Works under minimum supervision and may supervise one or more entry level supervisors.

Primary Responsibilities: Employs person(s) to fill custodial vacancies when they occur. Directs the operation of approximately 55 personnel involved in custodial services in campus buildings. Works a flex schedule in order to supervise custodial crews from 6 a.m. until 12 a.m. Oversees the requesting and testing of supplies and equipment. Maintains an inventory of equipment and supplies. Works closely with other departments and department heads. Handles special events as required. Ensures that the rules and regulations of the University policies and procedures are followed. Provides on the job and safety training to the custodial staff. 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. Approximately 50% of time is spent inspecting campus buildings to assure that they are clean and safe. Requires basic computer skills including the use of electronic office mail, office productivity software, and computerized maintenance management software. Assists the Custodial & Grounds Services Manager in other matters such as custodial reports, job analysis studies, staffing studies, labor hour reports, and customer quality surveys. Provides information updates to the Director of the Physical Plant on an as needed basis.

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.