Employment Opportunity

Custodial Supervisor - - ADM13-09

College Web Address:  www.cabrillo.edu

Screening of new applications will begin on Thursday, January 9, 2014; however, applications will be accepted until the position is filled.

About the Position:
Under the direction of the Director of Facilities Planning and Plant Operations, plans, organizes and directs the District’s custodial maintenance program; and performs related work as required and/or assigned.

Position Duties and Responsibilities:
- Develops and implements goals, procedures, and work standards for custodian activities
- Participates in the development of and monitors the assigned budget
- Confers with administrators and staff regarding custodial activities or problems
- Participates in the hiring of custodial staff; plans, schedules, assigns, reviews, and supervises the work of staff engaged in custodial activities
- Trains staff in work procedures and safety procedures related to custodial duties and in the operation and use of equipment and supplies
- Authorizes the purchase of supplies and equipment for custodial activities
- Interprets drawings, diagrams, specifications and blueprints as required
- Inspects work sites, work in progress and work completed
- Recommends and implements improved work methods and procedures
- Ensures conformity with work orders and specifications
- Ensures safe work practices and procedures are followed
- Performs a variety of custodial work
- Evaluates the advisability of contract work for assigned projects
- Inspects contract work for conformity with specifications
- Responds to questions and complaints and works to ensure satisfactory resolution
- Ensures adequate supply inventories
- Prepares and maintains a variety of reports and records
- Prepares periodic and special reports of custodial activities
- Participates in the repair of buildings and equipment
- Serves on College committees as required or assigned
- Performs related duties as required or assigned

Education and Experience:
Three years of increasingly responsible experience performing custodial duties in a large institutional setting. Two years of supervisory experience required.

Knowledge of:
- Basic supervisory principles and practices
- Methods, materials, tools and equipment used in custodial and maintenance work
- Safe work methods and safety precautions related to the work
- Applicable codes and regulations
- Modern cleaning methods and preferred methods of cleaning and preserving floors, walls, and fixtures; tools, supplies, and equipment required in custodial work; cleaning materials, disinfectants, and equipment used in custodial work
- Basic budgetary and administrative principles and practices
Skill in:
- Planning, directing, supervising, assigning, scheduling, and evaluating staff
- Providing work and safety instruction to staff
- Developing, implementing and interpreting goals, policies, procedures and work standards
- Analyzing problems, evaluating alternatives and making creative recommendations
- Exercising sound independent judgment within general policy guidelines
- Preparing clear, concise and competent reports, correspondence and other written materials
- Estimating time and material requirements for assigned projects
- Reading and interpreting plans, blueprints and specifications
- Establishing and maintaining effective working relations with those contacted in the course of work

Other Requirements:
- Must possess and maintain a valid Class C California driver’s license during the course of employment
- Must be willing to respond to emergencies during off-hours as necessary
- Must possess sufficient strength and stamina to lift and carry equipment weighing up to 50 pounds
- Must be able and willing to work evenings and/or nights at various campus locations

Desirable:
- Experience working in a multi-location facility
- College level course work in human relations, supervision or related field

Salary:
Current eight-step salary schedule ranges from $49,007 to $68,957 per year. Full time (225-day) management assignment, 12 months per year, Monday through Friday, 4:30 p.m. to 1:30 a.m. with weekends as needed. Classified administrators are required to join the Public Employees’ Retirement System (PERS) and as such must contribute 7% of their monthly salary to PERS on a pre-tax basis. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification.

Currently Cabrillo College provides a benefit stipend for medical, dental, life and long-term disability insurance for employees and eligible dependents.

How to Apply:
Application forms may be obtained through the Human Resources web site:
http://www.cabrillo.edu/services/hr/apps.html OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
Phone: (831) 479-6217
OR FAX to: (831) 477-3545

*EACH APPLICANT MUST SUBMIT:
  a) Completed and signed Cabrillo College administrative employment application
  b) Resume – job related
  c) Three recent letters of recommendation which address the candidate’s ability to perform the duties of this position
  d) Criminal History Inquiry Supplemental to Application
  e) Copy of current California driver’s license
  f) Current DMV printout

APPLICANTS ARE ENCOURAGED TO SUBMIT:
  • Documentation such as college transcripts in response to this position’s desirable qualifications of college level coursework in human relations, supervision or related field.

* If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.
Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Selection Procedure:
Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline:
Screening of new applications will begin on Thursday, January 9, 2014. Completed application materials received by this date will be screened; however, applications will be accepted until the position is filled. (Email transmittals are not accepted.)

Please note: Cabrillo College will be closed beginning Tuesday, December 24, 2013 and will reopen on Thursday, January 2, 2014 for the receipt of application materials.

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.