



Job Description

Job Title: Facilities Custodial Services Supervisor

JTC: P11

Salary Range: N04

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for the planning and coordination of contractual, operational and custodial services providing proper care, cleaning and maintenance of location buildings, grounds and facilities throughout assigned locations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledgeable of cleaning procedures, equipment and supplies. Ability to inspect the cleanliness of facilities and areas that may only be accessible by climbing ladders or stairs, bending, reaching on top of partitions, cabinets, bookcases and ledges, moving furniture, supplies, or equipment.

Able to perform quality, service, and safety inspections; monitor employees for proper use of personal protective equipment, supplies, and equipment.

Ability to work independently and respond quickly to specific situations, and ability to work and coordinate a team to attain optimal performance and services rendered to campus/location facilities. Able to support ground crews when needed. Demonstrate positive working relationships with colleagues and clients.

Ability to ensure that custodial services meet the needs of the department and established custodial guidelines by scheduling work activities and adjusting workloads to compensate for scheduled and unscheduled absences, changing priorities, and special custodial projects

Able to communicate effectively and courteously with contractors, vendors and individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus one (1) year of experience or High School Diploma plus five (5) years of experience in general maintenance and custodial services. Requires a valid driver's license to enable



travel within the college/location service area to various off-site locations. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ensures that contractors complete the work on schedule and follow procedures including safe work practices, energy conservation and securing the facilities. Manages work activities and performance of night custodial contractor's crew, as well as other contracted facility services such as waste disposal, pest control, emergency services and general contractors.

Responsible for maintaining and requisitioning necessary inventory. Coordinates or participates in setting up furniture and equipment as required for scheduled meetings and events. Responsible for and responds to campus related emergencies requiring additional custodial support.

Ensures contractor trains staff adequately to provide safe and effective cleaning methods. Campuses with multiple locations, required to travel locations to oversee and ensure proper services are being provided by contracted personnel. Provide assistance to ground crews when needed.

Responsible for overseeing the location recycling program. Coordinate the storage and disposal of hazardous materials. Inspect work to make sure that it meets the established quality standards. Performs other duties as assigned. Prepares cost estimates; assists in preparation of budget and monitors budget expenditures.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.