

**Custodial Manager**  
**Gillette Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=215557>

Downloaded On: May. 9, 2024 11:52am

Posted Jun. 21, 2023, set to expire Jun. 20, 2024

<b>Job Title</b>	Custodial Manager
<b>Department</b>	Facilities
<b>Institution</b>	Gillette Community College District Gillette, Wyoming
<b>Date Posted</b>	Jun. 21, 2023
<b>Application Deadline</b>	open until filled
<b>Position Start Date</b>	July 2023
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Job Website</b>	<a href="https://gillettecollege.org/about/employment-opportunities/">https://gillettecollege.org/about/employment-opportunities/</a>
<b>Apply By Email</b>	<a href="mailto:dsanders@gillettecollege.org">dsanders@gillettecollege.org</a>
<b>Job Description</b>	

**Job Description**

Job Title: Custodial Manager

FLSA Status: Non-Exempt – FT

Grade:

Department: Facilities

**Custodial Manager  
Gillette Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=215557>

Downloaded On: May. 9, 2024 11:52am

Posted Jun. 21, 2023, set to expire Jun. 20, 2024

Reports to: Facilities Director

### **Job Summary**

The Custodial Manager coordinates a team of facilities specialist/custodians in the overall beautification of the Gillette College campus and gives yearly performance evaluations.

### **Essential Duties and Responsibilities**

- Plans and hold monthly staff meetings to provide custodial and safety.
- Ensures the campus is safe, clean, and sanitary for students, employees, and the public.
- Oversee events management and coordination for on-site events.
- Site safety coordinator and oversee the training of facilities specialists in the safe and proper manner of chemical and equipment use.
- Schedules equipment and personnel for campus activities and setups,
- Responds to emergency calls on a 24-hour basis.
- Assist with campus snow removal.
- Campus office relocation coordination and moving
- Assist with project management.
- Oversight of custodial budget, product inventory and ordering new supplies.
- Oversight of Gillette College workorder system (Brightly)
- Oversight of Gillette College Door access system and Keys
- Performs other related duties within area of responsibility.

### **Knowledge, Skills, and Abilities Required by the Position**

- Analytical and problem-solving skills
- Strong written and oral communications skills
- The ability to delegate work assignments, set expectations, monitor delegate activities, and provide accountability.
- Leadership and management skills
- Inspire and motivate others.

**Custodial Manager  
Gillette Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=215557>

Downloaded On: May. 9, 2024 11:52am

Posted Jun. 21, 2023, set to expire Jun. 20, 2024

- Computer Skills (Microsoft Office)
- Ability to relate to others in a positive manner.
- Ability to organize work tasks and personnel
- Ability to operate and maintain custodial equipment (includes lifting up to 70 pounds, climbing, etc.)
- Knowledge of custodial techniques and chemicals
- Familiarity with applicable local, state and federal regulations
- In-depth knowledge of cleaning chemicals
- Understand and use of SDS.
- Sanitation requirements
- Cleaning best practices
- Conflict resolution
- Computers and work order systems
- Cleaning Equipment / Budget Management
- Scheduling employees
- Ability to communicate well.
- Ability to understand and follow safety procedures.
- Ability to operate and maintain cleaning equipment.
- Computer skills and usage
- Ability to organize work tasks and work independently.

**Working Conditions/Physical Requirements**

- Some weekend and holiday work required
- Responds to emergency calls on a 24 hours basis.
- Ability to lift up to 70 pounds and climb ladders

**Supervisory and Management Responsibility**

- This position has direct supervision over the facilities specialists on the Gillette Campus, Facilities Specialist's Crew Leads, and Facility Specialist / Maintenance Tech.

**Custodial Manager  
Gillette Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=215557>

Downloaded On: May. 9, 2024 11:52am

Posted Jun. 21, 2023, set to expire Jun. 20, 2024

**Minimum Qualifications**

- Associate degree
- Five years' experience in custodial/facilities work
- Five years' experience managing employees

**Complete applications will contain a cover letter, resume, and a Gillette College Application.**

**HOW TO APPLY: VISIT [WWW.GILLETTECOLLEGE.ORG](http://WWW.GILLETTECOLLEGE.ORG) OR SUBMIT THE REQUIRED DOCUMENTS TO [DSANDERS@GILLETTECOLLEGE.ORG](mailto:DSANDERS@GILLETTECOLLEGE.ORG).**

**EEO/AA Policy**

**Equal Opportunity and Affirmative Action Employer**

*Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Kristyn Percifield, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or [kpercifield@gillettecollege.org](mailto:kpercifield@gillettecollege.org), or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.*

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Custodial Manager  
Gillette Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=215557>

Downloaded On: May. 9, 2024 11:52am

Posted Jun. 21, 2023, set to expire Jun. 20, 2024

**Contact**      Danielle Sanders  
HR Coordinator  
Gillette Community College District  
300 W Sinclair St  
Gillette, WY 82718

**Phone Number**      307-681-6322

**Contact E-mail**      dsanders@gillettecollege.org