

**Custodial Supervisor**  
**Coast Community College District**

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Posted Dec. 19, 2018, set to expire Jun. 29, 2019

**Job Title** Custodial Supervisor

**Department**

**Institution** Coast Community College District  
Costa Mesa, California

**Date Posted** Dec. 19, 2018

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Facilities/Maintenance/Transportation

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**Job Description**

This position will remain open until filled. The first review of applications will take place by February 22, 2019.

About Orange Coast College (OCC) and Maintenance and Operations

Orange Coast College's 164-acre campus is located in Costa Mesa just minutes from Southern California's beautiful beaches. Founded in 1947, with classes beginning in 1948, OCC has grown into one of the nation's largest -- and finest -- community colleges, enrolling more than 25,000 students each semester. OCC's has an unwavering commitment to equitable outcomes; inclusive practices; and rich racial, ethnic, and socioeconomic diversity. Ideal candidates for this position share OCC's devotion to educating and improving the lives of our representative student, employee, and community populations. OCC currently enrolls around 22,281 students, the majority of whom are from racially minoritized populations. OCC engages in a variety of professional development opportunities and partnerships so that we can serve disproportionately impacted groups.

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Under the direction of the Director, Maintenance & Operations, to plan, supervise, organize, inspect, and evaluate the work of custodial personnel involved in the cleaning and maintenance of buildings and facilities; to participate in custodial work; to prepare and maintain related records and reports, and perform related duties as assigned. The emphasis for this position is on the custodial trade, however, the incumbent will oversee grounds and maintenance staff assigned on the graveyard shift.

**EXAMPLES OF DUTIES:** Duties may include, but are not limited to, the following:

- a. Plan, organize, coordinate, inspect, supervise and evaluate the work of custodial, grounds, and maintenance staff in the upkeep of college facilities.
- b. Work with custodial, grounds and maintenance crews as a working supervisor on the graveyard shift.
- c. Provide training to staff in the proper and efficient performance of custodial duties and give instructions to assure proper care and use of equipment and materials.
- d. Prepare, maintain, and review various budgets and purchase orders related to custodial operations, including time cards.
- e. Maintain and issue custodial supplies; requisition supplies and parts, including price comparisons for needed items.
- f. Inspect and evaluate the condition of the physical plant, equipment, machinery, parking lots, roadways, and sidewalks and make recommendations to the immediate supervisor.
- g. Prepare and implement a schedule of equipment for preventive maintenance.
- h. Maintain an inventory of supplies, equipment, and tools.
- i. Coordinate with maintenance on special events requiring assistance in set-up and breakdowns.
- j. May coordinate with Campus Public Safety staff for emergency situations.
- k. Perform related duties as assigned.

### **Contact Information**

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

### **Contact**