

Senior Custodial Operations Supervisor (Facilities Services) (5188U) - 1775 - 1775
University of California Berkeley

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Posted Oct. 3, 2019, set to expire Jan. 30, 2020

Job Title	Senior Custodial Operations Supervisor (Facilities Services) (5188U) - 1775 - 1775
Department	N/A
Institution	University of California Berkeley Berkeley, California
Date Posted	Oct. 3, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Facilities/Maintenance/Transportation
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Job Description

Senior Custodial Operations Supervisor (Facilities Services) (5188U) - 1775 - 1775
About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance academic and artistic, political and cultural make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at

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[url=https://apptrkr.com/get_redirect.php?id=1644539&targetURL=http://jobs.berkeley.edu/why-berkeley.html]http://jobs.berkeley.edu/why-berkeley.html.

Application Review Date

The First Review Date for this job is: October 9, 2019

Departmental Overview

Facilities Services supports the physical campus of the University of California, Berkeley. The department maintains and provides services to over 11,000,000 of space and 40,000 campus occupants through the efforts of over 400 trade, custodial and support staff. The department is committed to providing a safe workplace for its employees.

Responsibilities

- * Oversees daily activities of custodial employees.
- * Directly assigns staff; sets standards for the quality and quantity of work produced; provides written instructions for normal operations and written or oral instructions for special assignments, and control activities.
- * Inspects buildings and assigned areas for compliance with cleaning programs. Investigates complaints of unsatisfactory cleaning performance and takes corrective action to avoid repetition and resolve problems.
- * Involved in all phases of custodial services planning, such as determining staffing levels and the development of custodial standards and specifications.
- * Regularly evaluate and confirm staffing, equipment and product needs as needed.
- * Oversees planning, organization and direction of routine custodial operations.
- * Maintain and creatively enhance professional skills and expertise by being constantly alert for newer methods, techniques, equipment, and materials that will improve the overall operation of the department at reduced cost.
- * Provides oral and written instructions to staff for requested special services which vary from routine operations. Inspects buildings and assigned areas for compliance with cleaning programs.
- * Investigates complaints of unsatisfactory cleaning performance and takes corrective action to avoid repetition and resolve problems. Interviews prospective employees and recommends selection of qualified candidates.
- * Responsible for ensuring that the AFSCME collective bargaining agreement and personnel policies are adhered to; ensures the evaluation of direct report employees according to U.C. and departmental procedures.

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- * Hires, trains and evaluates assigned career, limited and student staff.
- * Oversees training and supervision of custodial staff to maintain an orderly, safe, and efficient cleaning operation.
- * Determine equipment and supplies needed.
- * Supervises a perpetual inventory system, including the requisitioning of new cleaning equipment and supplies.
- * Ensures proper receipt, storage and distribution of equipment, materials, and supplies issued to custodial staff.
- * Enforces safety, hazardous materials and custodial policies and procedures are adhered to.
- * Reports safety hazards and submits work requests for items needing repair.
- * Reports, orally or in writing, conditions requiring a higher level repair capability to supervisory staff.
- * Prepares periodic reports, such as work activity, cost reports, resource (people) utilization and requirements in order to advise management staff of the status of custodial operations. Enforces proper handling and mixture of chemicals.
- * Requires knowledge in the care and use of power equipment.
- * Evaluates and makes recommendations for equipment, changes in cleaning methods, and work performance standards to ensure a more effective and efficient cleaning program.
- * Participates in developing and monitoring operational and budget processes, and staff FTE.
- * As assigned, contributes to the preparation of the annual equipment, supply, and personnel budget for the custodial operation.
- * Monitor expenditures for area supply and equipment budget (approximately \$400k) and verify payroll time reports for assigned employees.
- * Review all timesheets and time card reports for accuracy (hours worked, sick and vacation leave taken) and assist with reconciling discrepancies prior to deadlines.
- * Approves and controls vacation, sick leave, overtime and other requests.
- * Maintains scheduling within prescribed budgetary guidelines.
- * Maintains proper inventory needs and purchase inventory.
- * Stays informed on current ergonomic equipment, green supplies and green vehicles.
- * Manages small to large events custodial logistics including set-ups.
- * Plans, organizes and implements small events or portions of larger events such as symposiums, conferences, program events, banquets, and VIP briefings.
- * Responsible for performance management.
- * Establishes and implements performance standards and achievable yearly objectives for the units assigned in support of departmental goals.
- * Sets training standards for new employees and ensures that standards are being met by follow-up with supervisors and by personal observations.
- * Periodically review site activities, meeting with staff, and observing the unit custodial operations under the unit custodial supervisor.

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- * Responsible for developing, delivering and evaluating comprehensive training to all assigned employees to include, but not limited to the following: Organizational and facility orientation, safety/IIPP, administrative procedures, job specific procedures and techniques, rules and regulations, standards and professionalism, expectations and levels of competency, quality standards, customer service and organizational values.
- * Works with outside contractors for job walk-throughs and details, contracts, performance management and payments.
- * Work various Shift to make sure quality is meet.

IIPP Requirements:

- * Provides health and safety training, guidance on safe work practices, provides proper equipment, observes work practices and correct methods and investigates accidents.
- * Work in a safe and responsible manner while not putting self or others at risk. This includes complying with applicable policies and regulations using personal safety gear, observes warning signs, learning about potential hazards and reporting unsafe conditions.
- * May be requested to perform work/projects at different sites, including students-occupied spaces.
- * Uses UC vehicle to travel to various job sites and to transport materials.
- * Responsible for receiving goods, inventorial items and materials.

Required Qualifications

- * Solid knowledge in custodial and housekeeping services.
- * Solid verbal and written communication skills in the English language, active listening, flexibility, critical thinking, multi-task and time management.
- * Solid decision making and reasoning skills, ability to develop original ideas to solve problems, and perform operations analysis and quality control analysis.
- * Solid and effective interpersonal and work leadership skills to provide guidance to other personnel.
- * Intermediate computer applications skills.
- * Knowledge of safe work practices.
- * Conferrable using different CMMS and Event planning software.
- * Good judgment and effective decision-making and problem resolution skills, including skill to recognize and deal effectively and appropriately with real and potential problem areas, including skill to determine the issues/problems that need to be brought to the attention of higher level staff and/or management.

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- * Demonstrated customer service skills.
- * Ability to establish priorities follows plans, & complete goals/objectives.
- * Working knowledge of concepts, principles and practices of event planning.
- * Requires advanced knowledge of professional custodial services experience including: methods, equipment and chemicals used in performing professional custodial services work.
- * Experience with all types of floors, power wash, recycling, and carpets.
- * Requires knowledge in the care and use of power equipment.

Education/Training:

- * High school diploma or equivalent certification preferred. Blood born pathogen and sharps disposal training.
- * 5+ Years managing a custodial operation or similar industry/trainin.

Preferred Qualifications

- * 10 years of work experience in custodial services, preferably in a college/university or Hospital.

Salary & Benefits

This is an exempt, monthly paid position. Annual salary is commensurate with experience.

For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get_redirect.php?id=1644539&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Other Information

This is a full-time, career position.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the

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job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

[url=https://apptrkr.com/get_redirect.php?id=1644539&targetURL=http://www.eeoc.gov/employers/upload/pos

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get_redirect.php?id=1644539&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1644539]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

Contact Information

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

Contact

N/A

University of California Berkeley

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