

Custodial Supervisor (5187U), Facilities Services - 68852
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=236390>

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Posted May 21, 2024, set to expire Jun. 30, 2024

Job Title	Custodial Supervisor (5187U), Facilities Services - 68852
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	May 21, 2024
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

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Custodial Supervisor (5187U), Facilities Services - 68852

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

Facilities Services works to continuously improve the campus in partnership with all members of the University community to ensure that classrooms, laboratories, and offices support teaching, learning and research. Through the efforts of over 400 dedicated staff members and serving over 10M building square feet and 1100 acres, Facilities Services includes the asset management program, custodial services, maintenance operations, engineering and technical services, environmental services, grounds operations, the Cal Zero Waste program.

Application Review Date

The First Review Date for this job is: June 3, 2024

Responsibilities

- Supervises the daily activities of custodial employees and is responsible for the day-to-day delivery of services to his/her area.

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- Duties Include supervising a staff of approximately 26 - 34 people assigning and reviewing work, assuring that work quality and work-frequency standards are met, fostering positive relations with clients, assuring that staff have the supplies and equipment needed to do their jobs, and training staff with respect to safe work practices and proper use of equipment and products.
- Evaluating employee performance, and participating in the progressive discipline of staff.
- Assigns work orders to appropriate crew leaders.
- Responds to complaints and requests form clients.
- Meets with clients regularly to review service delivery and clients' concerns.
- Keeps clients informed with respect to changes in staffing and service delivery.
- Reports job related injuries and illnesses according to established procedures.
- Develops and monitors modified assignments for injured or ill employees.
- Assures that employees submit proper medical documentation when ill or injured.
- Responsible for performance management.
- Counsels employees concerning performance and other problems.
- Documents problems and counseling sessions.
- Keeps supervisor informed of problems and recommends disciplinary action.
- Helps manage discipline cases.
- Evaluates performance of all staff annually.
- Recommends merit increases and merit-bonus awards.
- Maintains scheduling within prescribed budgetary guidelines.
- Submits payroll information for all of his/her employees online.
- Reports time worked on jobs on-line.
- Approves and schedules vacation leave for subordinates.
- Serves as a member of Custodial Services' management team.
- Collects data, fill ins for subordinates in their absence, and performs other duties as needed.
- Plans, organizes and directs routine custodial operations.
- Assures that work is done on time and to standard.
- Works with crew leaders to resolve service-delivery problems.
- Participates in Quality Assurance Program by performing inspections according to set schedule.
- Trains and supervises the custodial staff to maintain an orderly, safe, and efficient cleaning operation.
- Assures that employees are trained with respect to custodial methods that only authorized equipment and products are used and that they are used properly, and that employees observe safe work practices.
- Assures that safety training is conducted monthly.
- Submits training reports to supervisor and Facilities Services safety officer.
- Requires knowledge in the care and use of power equipment.

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- Tests new equipment and products.
- Makes recommendations with respect to adding same to the program.
- Maintain proper inventory needs and purchase inventory.
- Enforces safety, hazardous materials and custodial policies and procedures are adhered to.
- Maintains file of Material Safety Data Sheets.
- Reports safety hazards and vandalism.
- Requests services from other Facilities Services units via the web server.
- Enforces biohazardous materials and equipment and clean room policies and procedures.
- Enforces proper handling and mixture of chemicals.

Required Qualifications

- Minimum One (1) year of experience as a Supervisor or three (3) years experience as a Lead in a Custodial/Janitorial environment
- Motivating performance.
- Knowledgeable in controlling resources.
- Expert knowledge in diagnosing problems and designing solutions to complex social issues that are common in housekeeping.
- Demonstrate the ability to understand written custodial department policies and procedures, safety policies and procedures, and other University policies and procedures.
- Knowledge of occupational hazards and safety precautions related to maintenance and custodial operations, and the ability to train others in these areas.
- Excellent verbal and written communication skills in the English language, active listening, flexibility, critical thinking, multi-task and time management.
- Working knowledge of and ability for decision making, reasoning, ability to develop original ideas to solve problems, and perform operations analysis, and quality control analysis.
- Working knowledge and skill in effective interpersonal and work leadership skills to provide guidance to other personnel.
- Ability to effectively work with staff and students from diverse backgrounds and who speak multiple languages.
- Basic computer skills with the ability to learn new programs and hardware.
- Blood born pathogen and sharps disposal training.

Preferred Qualifications

- High school diploma or equivalent certification/experience/training.

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- Certification and/or equivalent experience/training in the subject matter of housekeeping/janitorial.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$54,400.00 - \$75,000.00.

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

How to Apply

To apply, please submit your resume and cover letter.

Driving Required

A valid driver's license and DMV check for driving record is required.

Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of

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Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the 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, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

Contact Information

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

Contact

N/A

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