

Custodial Manager
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=244723>

Downloaded On: Sep. 13, 2024 2:16pm

Posted Sep. 12, 2024, set to expire Oct. 8, 2024

Job Title	Custodial Manager
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Sep. 12, 2024
Application Deadline	10/08/2024
Position Start Date	Available immediately
Job Categories	Professional Staff Director/Manager
Academic Field(s)	Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/5625746
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Job Description	

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Custodial Manager

Salary: \$78,077.00 - \$96,025.00 Annually

Location: Fresno City College, CA

Job Type: Permanent

Division: FCC Administrative Services

Job Number: 2024067

Closing: 10/8/2024 11:59 PM Pacific

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General Purpose

Under direction, plans, organizes and manages the custodial maintenance of buildings and facilities; oversees minor maintenance and repair to lighting, furniture, fixtures and facilities; plans, directs and oversees classroom, office and laboratory interior updates or renovations; coordinates setup for events and relocation of staff and furniture; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, organizes, manages, integrates and evaluates work of assigned staff; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards; contributes to the development of and monitors performance against the annual department budget; approves purchases and other expenditures in accordance with District policies and procedures; makes presentations; prepares and maintains a variety of records and reports.
- Manages the performance of assigned staff; interviews and selects new staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; makes compensation recommendations; responds to grievances; approves overtime/compensatory time; subject to concurrence by senior management and Human Resources, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Personnel Commission Rules, Administrative Regulations, Human Resources procedures and collective bargaining agreements; performs other activities relevant to supervision of assigned staff.
- Provides day-to-day leadership and works with staff to ensure a high-performance, service-oriented work environment that supports achievement of the department's and College's mission, objectives and values; promotes workplace diversity, inclusion, cultural competency and a positive work environment.
- Interprets, applies and ensures compliance with applicable laws, codes and regulations.
- Ensures Lead Custodians, Custodians, Utility Workers and student aides are compliant with department standards and specifications and utilize proper work methods and techniques; inspects buildings and facilities and ensures they are clean, sanitized and safe.
- Responds to staff and student complaints regarding work quality or building safety and accessibility; resolves issue or escalates to District Maintenance department or College administration.

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- Performs project management duties; coordinates furniture and equipment moves with department managers; oversees contractors performing specialized cleaning or repair work; plans and directs interior classrooms, laboratories and office remodels or renovations.
- Provides advanced technical assistance to staff and performs work requiring advanced technical skill; researches, evaluates and integrates new work practices, technology and systems to enhance productivity; trains staff in work methods and use of tools and equipment; inspects and evaluates work being performed; identifies problem areas and directs remedial action.
- Orders and maintains inventories of cleaning and maintenance supplies and equipment; maintains and evaluates custodial and maintenance equipment and replaces equipment as needed.
- Ensures strict safety policies and safe work procedures; may assist as a first responder in the event of accidents; ensures safety equipment is in sound working condition and that department employees have participated in safety training.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

OTHER DUTIES

- Operates a forklift, boom lift and scissor lift when needed to accomplish assigned tasks.
- May participate in the bidding process for services, supplies and equipment.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
- Methods, practices, techniques, tools and equipment used in the cleaning and maintenance of buildings and facilities, including basic plumbing, carpentry, painting and minor electrical maintenance.
- Operation of hand and power tools and equipment common to janitorial services and several semi-skilled maintenance and repair trades.

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- Department cleaning methods and standards and the selection of optimal cleaning products and supplies.
- Applicable federal, state and local laws, rules and regulations.
- Principles and practices of sound business communication including proper English usage, grammar, spelling and punctuation.
- Principles and practices of public administration and District policies of budgeting, purchasing and maintaining public records.
- Basic research methods and analysis techniques.
- Principles and practices of effective management and supervision.
- Safety policies and safe work practices applicable to the work being performed.
- Personnel Commission Rules, Board Policies, Administrative Regulations, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

- Plan, organize, manage, assign, delegate, review and evaluate the work of custodial and utility maintenance personnel.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- Develop and implement appropriate procedures and controls.
- Understand, interpret, explain and apply applicable laws, codes and ordinances.
- Represent the College and District effectively in dealings with vendors, contractors, students and the public.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.

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EDUCATION AND EXPERIENCE

Completion of two years of college coursework and five years of journey-level experience in one or more of the custodial or building maintenance trades, including two years in a supervisory or lead capacity; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program in some assignments.

Forklift certification is required within three months of hire or appointment to the position.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift up to 50 pounds unaided or 100 pounds with assistance.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; analyze and solve problems; use basic math and mathematical reasoning; work under deadlines with interruptions; and interact with others encountered in the course of work including District managers, employees, contractors, vendors and dissatisfied/abusive individuals.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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The employee works primarily in an indoor environment with limited exposure to inclement weather during travel to and from assigned work areas. The employee works while wearing personal protection gear and is exposed to fumes from commercial cleaning products, noise from vacuums and other cleaning equipment, toxic or caustic chemicals, biological hazards and loud or prolonged noise from equipment.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

APPLICATION REVIEW AND ASSESSMENTS

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will also include an oral assessment (70% weight) and a written prompt (30% weight). Of those achieving a passing score on the competency exam, only the most qualified candidates, plus ties, will be invited to the oral interview assessment. Passing score is 75% out of 100% on each examination section.

ASSESSMENTS TENTATIVELY SCHEDULED AS FOLLOWS:

WRITTEN PROMPT: OCTOBER 22 & 23, 2024

ORAL ASSESSMENT: OCTOBER 22 & 23, 2024

The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

ELIGIBILITY LIST

Candidates who attain a passing score on each part of the assessment will be placed in rank order on a Fresno City College Open/Competitive List. Using the same process, a separate Promotional List will be established and both Lists will be used concurrently. Unless otherwise indicated, the eligibility list will be used to fill current vacancies for at least six months. The current vacancy is at Fresno City College.



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PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.

ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4651622/custodial-manager>

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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