

**Custodial Supervisor 1 - Swing Shift  
Truckee Meadows Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=248380>

Downloaded On: Nov. 13, 2024 2:02am

Posted Nov. 7, 2024, set to expire Jul. 11, 2025

|                             |   |
|-----------------------------|---|
| <b>Job Title</b>            | Custodial Supervisor 1 - Swing Shift                                  |
| <b>Department</b>           |   |
| <b>Institution</b>          | Truckee Meadows Community College<br>Reno, Nevada                     |
| <b>Date Posted</b>          | Nov. 7, 2024  |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Classified Staff  |
| <b>Academic Field(s)</b>    | Facilities/Maintenance/Transportation                                 |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/5783578">https://apptrkr.com/5783578</a> |

**Apply By Email**

**Job Description**

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**Custodial Supervisor 1 - Swing Shift**

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or [humanresources@tmcc.edu](mailto:humanresources@tmcc.edu).

**Job Description**

Truckee Meadows Community College (TMCC) is recruiting for a Custodial Supervisor 1 for the Facilities Department. Under general supervision, this position is responsible for supervising a crew of

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10 or fewer custodial workers. Incumbents frequently perform custodial and semi-skilled building maintenance duties, in addition to assigning and reviewing work, training, and evaluating the performance of assigned staff. Other duties include; travel to satellite campuses for relevant work orders, inspection and customer service, completing electronic forms and tasks including performance reviews, inventory controls, work orders and emails, and utilizing leadership skills that create a cohesive and team-oriented workforce.

### **PER EXECUTIVE ORDER 2024-006**

ALL MINIMUM QUALIFICATIONS HAVE BEEN WAIVED FOR THIS POSITION UNTIL DECEMBER 31ST, 2024. Please refer to the link for more information:

<https://gov.nv.gov/Newsroom/ExecOrders/Executive-Orders/> Incumbents possess a degree of knowledge and proficiency sufficient to perform advanced-level work and may provide work direction and training to others.

### **Required Qualifications**

- This position requires graduation from high school or equivalent education and two (2) years of building custodial and general building maintenance work, one (1) year of which must have included lead experience; **OR**
- An equivalent combination of education and experience as described above

Pursuant to NRS 284.4066, this position has been identified as affecting public safety. Persons offered employment in this position must submit to a pre-employment screening for controlled substances.

A valid Class "C" Nevada driver's license or higher operator's license is required at the time of appointment and as a condition of continuing employment

### **Schedule**

A typical schedule is Monday - Thursday, 4:00 pm -1:00 am, Fridays 3:00 pm - 12:00 am; this is subject to change based on organizational needs.

### **Compensation Grade**

Grade 26 (Step 01, \$21.25/hr)

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**\*This position is paid an additional \$1.50/hr. shift differential allowance.**

In classified service, salary is in Grade and Step. The Step is determined based on the Nevada Administrative Code. Salary placement above a Step 01 at initial appointment is determined based on the recruitment, the candidate's qualifications, internal equity and budgets. A request to accelerate salary must be approved by Human Resources and abide by the Nevada Administrative Code. To view the classified compensation schedules, please visit: [Classified Compensation](#). Select Salary schedule, PP01.

For more information, visit the [Classified Salary Calculator](#)

### The Perks of PERS!

Employees are enrolled in The Public Employees' Retirement System of Nevada (PERS) upon hire. For information on contribution rates, please visit: [NV PERS Contribution Rates](#).

Please visit the Benefit Estimator [Retirement Calculator](#) for more information.

### Perks of Working at TMCC!

- Health insurance options including dental and vision -[Health Insurance](#)
- 17.5% retirement match in PERS, 10 hours of annual and 10 hours of sick accrued each month, 12 paid holidays.
- Life insurance, generous annual and sick leave -[Classified Benefits](#)
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.
- [Free parking](#) on all TMCC campus locations.
- No State income tax.
- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).
- [Classified Grant-in-Aid](#): TMCC encourages employees to pursue training and educational opportunities available to them through the Nevada System of Higher Education Institutions. Tuition is paid in full when Classified employees enroll in a course that can apply toward the completion of a degree or is job-related.
- [Classified Registration Fee Reduction Program](#): The College offers this program for spouses, domestic partners, and dependents of Classified employees (working at least 53%). The Classified Registration Fee Reduction Program may be used for undergraduate courses through

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TMCC.

**Exempt**

No

**Full-Time Equivalent**

100.0%

**Required Attachment(s)**

**Please attach all attachments to the resume/CV section of the application.** To request updates to attachments, prior to review of applications, please contact the candidate helpdesk at [jobs@unr.edu](mailto:jobs@unr.edu).

**Attach the following attachment(s) to the resume/CV section of your application**

**Resume/CV** - (required) List a detailed description of the major duties that you performed as part of each job. You must demonstrate that you qualify for the position and your education and experience must be clearly documented.

**Cover Letter** - (optional)

**Contact Information for Three Supervisory References** - (required) Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.

**Transcripts** - (optional) If you have not graduated, please attach your transcripts to receive education credit for classes you have taken. Credit is given for classes relevant to the position.

**Veteran Interview Consideration** - (optional) - To receive interview consideration for veterans and veterans with a service-connected disability, proof is required at the time of application. Please attach proof electronically to your application under the Veteran Document(s) section. (Examples of acceptable documents include DD-214, disability letter from Veteran's Administration, etc)

**Veteran Bonus Points** - (optional) To receive bonus points for being a veteran, widow or widower of a veteran, or a disabled veteran, proof must be submitted on your application. (Examples of acceptable documents include DD-214, disability letter from Veteran's Administration, widow's documentation, etc.)

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### Training and Experience Exam

This recruitment requires an exam. You will be asked to answer the below questions at the time you apply. It is essential that responses to the questions include extensively detailed information with timeframes regarding education and experience. Your score will be based on the information provided in your application and your responses to the questions asked below. If there are several parts to a question, answer each part separately. Along with each answer, identify the position(s) and/or training (as described in your application) where you gained the background asked for in the question. Absence of experience/training asked for in a question is not necessarily disqualifying. Failure to answer the questions will result in a score based solely on the application.

- 1.) Describe your experience performing custodial duties that included responsibility for diluting chemicals and be sure to include the number of years of experience and where you gained this experience.
- 2.) List all OSHA safety courses you have completed in janitorial or maintenance services and be sure copies are scanned in with your application to receive credit.
- 3.) Describe your experience working as a custodian in a hospital with responsibility for disinfecting work areas being sure to include in your answer the number of years of experience you have and where the experience was gained.
- 4.) Describe your experience performing custodial duties involving the use of: 1) Low speed buffers, 2) Burnisher, 3) Industrial carpet shampoos and extractors, being sure to include the number of years of experience you have performing these duties and where you gained the experience.
- 5.) Describe your experience performing preventative maintenance on buffers, shampoos, and burnishers being sure your answer includes the number of months/years of experience you have along with where you gained this experience.
- 6.) Describe your experience: 1) maintaining a log of work performed; 2) conducting inventory of janitorial supplies; 3) purchasing janitorial supplies including locating products, verifying prices and preparing purchase orders. Be sure to include in your answer the number of years of experience you have performing this work and where the experience was gained.
- 7.) Describe your experience performing work in the following trades: 1) Carpentry, 2) Plumbing, 3) Electrical, 4) HVAC. Be sure to include the number of years of experience you have in each trade and where you gained this experience.
- 8.) Describe the experience you have supervising custodians including responsibility for: 1) Training, 2) Work Assignments, 3) Preparing Performance Evaluations, 4) Conducting Disciplinary Procedures. Be sure to include the number of years you have performing each duty and where these duties were performed.
- 9.) Describe your experience making minor repairs on sprinkler systems being sure to include the

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number of years of experience you have performing this work and where the work was performed.  
10.) Describe your experience operating: 1) Riding lawn mowers, 2) Self-propelled mowers, 3) Hedgers, 4) Edgers, 5) Weed Eaters. Be sure your answer includes the number of years you have operating these equipment's and where the experience was gained.  
11.) Are you licensed in the use of herbicides? If yes, you must describe and scan in documentation to receive credit.

### **This posting is open until filled**

Qualified individuals are encouraged to apply immediately. Lists of eligible candidates will be established and hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of applications are received or a hiring decision has been made.

### **Posting Close Date**

### **Note to Applicant**

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Schedules are subject to change based on organizational needs.

**To apply, visit [https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Custodial-Supervisor-1---Swing-Shift\\_R0145142](https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Custodial-Supervisor-1---Swing-Shift_R0145142)**

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*Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCCs five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.*

*A vital leader in the New Nevadas growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to [www.tmcc.edu](http://www.tmcc.edu) or view our virtual tour at [tour.tmcc.edu](http://tour.tmcc.edu).*

*The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.*

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### 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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