

**Custodial Supervisor 4 - Facilities Department
Truckee Meadows Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=249016>

Downloaded On: Nov. 19, 2024 1:24pm

Posted Nov. 18, 2024, set to expire Jul. 11, 2025

Job Title	Custodial Supervisor 4 - Facilities Department
Department	
Institution	Truckee Meadows Community College Reno, Nevada
Date Posted	Nov. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/5809731
Apply By Email	
Job Description	

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Custodial Supervisor 4 - Facilities Department

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.

Job Description

Truckee Meadows Community College (TMCC) is recruiting for a Custodial Supervisor 4 for the Facilities Department. The Custodial Supervisor 4 plays a critical leadership role in overseeing the

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custodial team and ensuring the highest standards of cleanliness, safety, and efficiency across all four campus locations; Dandini campus, William N. Pennington Health Science Center, Meadowood Center, and William N. Pennington Applied Technology Center. This position is responsible for planning, organizing, and supervising custodial operations, including staff management, safety protocol implementation, sustainable cleaning and coordination of resources for maintaining a clean and welcoming environment. The Custodial Supervisor 4 will also engage in procurement, contract management, budgeting/capital planning, and the development of sustainability initiatives to support the organization's ecological goals.

Key Responsibilities:

Supervision and Administrative Duties

- Oversee and support custodial staff, including schedule management, task delegation, and performance evaluations.
- Develop work performance standards and provide training to staff in best practices.
- Collaborate with administrative staff on custodial budget management and vendor relationships, ensuring effective and clear communication.

Custodial Program Management

- Lead the deployment, planning, and coordination of custodial resources, including sustainable practices in operations.
- Prepare bid specifications for necessary equipment and materials.
- Establish standards and policies for custodial activities, ensuring compliance with health, safety, and environmental guidelines.
- Manage inventory and develop sustainability initiatives to reduce environmental impacts.
- Oversee coordination and implementation of hazmat and waste disposal, ensuring safe and compliant handling of hazardous materials.

Procurement and Quality Management

- Negotiate the quality and pricing of cleaning materials, handling the procurement process for optimal functionality and cost-effectiveness.
- Ensure that all purchases align with environmental and sustainability goals.

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Planning and Scheduling

- Oversee custodial scheduling, staff task allocation, and operations tracking.
- Conduct routine sanitary inspections to maintain cleanliness across all facilities.

Training and Development

- Ensure continuous training and development for staff on custodial techniques, equipment usage, safety protocols, and waste disposal practices.
- Conduct staff appraisals, manage procurement, and oversee vendor relationships.

Fiscal Responsibilities

- Assist in custodial program capital planning and budgeting, with a focus on optimizing resources and maintaining fiscal accountability.
- Monitor expenditures to align with budgetary guidelines and sustainable purchasing practices.

Safety and Hazmat Management

- Enforce safety protocols in the handling and application of cleaning products and other maintenance materials.
- Monitor and address safety violations, including the safe handling of hazardous waste, and recommend system improvements as needed.

Adaptability and Teamwork

- Foster positive relationships with colleagues, administrators, and custodial staff.
- Adapt to varying service needs and demonstrate flexibility in managing shifting priorities.

Customer Service

- Ensure efficient and timely custodial services campus-wide, maintaining high standards of customer service.

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Promoting Safe and Sustainable Work Practices

- Implement and reinforce safe work practices, ensuring the use of proper personal protective equipment by all custodial staff.

Required Qualifications

- This position requires graduation from high school or equivalent education and five (5) years of progressively responsible custodial and building maintenance experience at a multi-building institutional environment, such as a university campus. Three (3) years of which must have been in a supervisory capacity which involved planning, organizing, coordinating and scheduling the work of 30 or more custodial workers; **OR**
- One (1) year of experience as a Custodial Supervisor III in Nevada State service; **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" driver's license or higher operator's license is required at the time of appointment and as a condition of continuing employment.

Physical Demands

The candidate must possess the ability to operate all equipment to perform duties as well as train subordinates in proper equipment usage. Furniture and classroom move and special event set ups. Extensive walking. Exposure to inclement weather i.e. snow removal. Knowledge and ability to identify and facilitate proper disposal of all hazardous waste and materials. Occasional exposure to hazardous waste and materials. Ability to adapt to shift changes on short notices to meet the service needs of the college. Must meet physical demands of position as a working supervisor and have the ability to perform full scope of custodial department duties.

Schedule

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A typical schedule is Monday-Friday 8am-5pm; this is subject to change based on organizational needs. Occasional evening or weekend shifts may be required to accommodate special events or urgent maintenance needs.

This position is designated as Essential Personnel. In the event of a campus emergency, special event, closure to maintain campus safety or building operations, this position may be required to work outside of regularly scheduled hours.

Compensation Grade

Grade 32 (Step 01, \$27.15/hr)

To view the classified compensation schedules, please visit: [Classified Compensation](#). Select Salary schedule, PP01. In classified service, salary is in Grade and Step. The Grade is determined when the position was created. 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.

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](#).

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- **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 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.

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

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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.).

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 providing leadership, direction and supervision of custodial staff. Include the number of staff supervised at one given time and number of buildings under your responsibility.
- 2) Describe your experience, including number of years, developing schedules, evaluating performance, and administering progressive discipline.
- 3) Describe your experience, including number of years, assessing employee training needs, designing and preparing training curriculum/materials; conducting staff training; and ensuring staff are trained and knowledgeable in cleaning chemicals, methods and techniques.
- 4) Describe your knowledge of safety practices related to custodial maintenance functions and experience, including number of years, preparing and processing accident reports.
- 5) Describe your experience, including number of years, conducting facility inspections, evaluating cleanliness and general condition of buildings and equipment, evaluating repairs needed, and assigning project crews for heavy duty cleaning such as floor and carpet maintenance.
- 6) Describe your experience, including number of years, determining needed custodial supplies, materials and equipment to ensure proper inventory levels, meeting with vendors and recommending

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new products and equipment.

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-4---Facilities-Department_R0145213

Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCC's 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 Nevada's growing economy, TMCC is located near the beautiful Sierra

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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 or view our virtual tour at 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

Truckee Meadows Community College

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