

**Custodial Supervisor (5187U), Facilities Services - 74882**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=252246>

Downloaded On: Jan. 30, 2025 5:35pm

Posted Jan. 28, 2025, set to expire Jun. 30, 2025

<b>Job Title</b>	Custodial Supervisor (5187U), Facilities Services - 74882
<b>Department</b>	Facilities Services
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jan. 28, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5957510">https://apptrkr.com/5957510</a>
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<b>Job Description</b>	

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**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### **Departmental Overview**

Facilities Services works to continuously improve the campus 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, the Campus Building Department, and the campus utility systems, including the cogeneration plant. The scope of the Facilities Services reaches across campus and is closely connected to the activities of staff, building managers, other campus departments, and campus leadership.

### **Application Review Date**

The First Review Date for this job is: December 23, 2024.

For full consideration, please apply on or no later than January 2, 2024. This position will remain open until filled.

### **Responsibilities**

- Supervises the daily activities of custodial employees.
- Is responsible for the day-to-day delivery of services to his/her area.
- Supervises a staff of approximately 26-34 people, assigning and reviewing work.
- Assures that work quality and work-frequency standards are met.
- Fosters positive relations with clients.
- Ensures that staff have the supplies and equipment needed to do their jobs.

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- Trains staff with respect to safe work practices and proper use of equipment and products.
- Evaluates employee performance and participates in the progressive discipline of staff.
- Assigns work orders to appropriate crew leaders.
- Responds to complaints and requests from clients.
- Meets with clients regularly to review service delivery and address 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.
- Manages performance by counseling employees concerning performance and other problems.
- Documents problems and counseling sessions.
- Keeps his/her supervisor informed of problems and recommends disciplinary action.
- Helps manage discipline cases.
- Evaluates the performance of all staff annually.
- Recommends merit increases and merit-bonus awards.
- Maintains scheduling within prescribed budgetary guidelines.
- Submits payroll information for all employees online.
- Reports time worked on jobs online.
- Approves and schedules vacation leave for subordinates.
- Serves as a member of Custodial Services' management team.
- Collects data, fills in for subordinates in their absence, and performs other duties as needed.
- Plans, organizes, and directs routine custodial operations.
- Ensures that work is done on time and to standard.
- Works with crew leaders to resolve service-delivery problems.
- Participates in the Quality Assurance Program by performing inspections according to a set schedule.
- Trains and supervises custodial staff to maintain an orderly, safe, and efficient cleaning operation.
- Ensures that employees are trained with respect to custodial methods and that only authorized equipment and products are used.
- Ensures that employees observe safe work practices.
- Assures that safety training is conducted monthly.
- Submits training reports to his/her supervisor and Facilities Services safety officer.
- Has knowledge in the care and use of power equipment.
- Tests new equipment and products and makes recommendations for adding them to the program.
- Maintains proper inventory needs and purchases inventory.
- Enforces safety, hazardous materials, and custodial policies and procedures.
- Maintains a file of Material Safety Data Sheets.

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- 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

- Advance knowledge in custodial and housekeeping services.
- One (1) year of experience as a Supervisor or three (3) years' experience as a Lead.
- 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 and/or equivalent.
- Certification and/or equivalent experience/ training in the subject matter of housekeeping/janitorial.

### Salary & Benefits

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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 \$56,200.00 - \$75,600.00. This is an exempt, monthly-paid position.

- This is a full-time, Career position that is eligible for full UC benefits.
- This position is on-site at the University of California, Berkeley.

### **How to Apply**

To apply, please submit your resume and cover letter.

### **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.

### **Driving Required**

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

### **Misconduct**

**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final

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candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

### **Other Information**

This is not a visa opportunity.

### **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.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

### **To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)



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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

University of California, Berkeley

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