



**University of Texas at El Paso
Job Description**

Job Code: 6222
Job Title: Custodial Supervisor
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA Status: Exempt
Prepared By: Human Resource Services
Creation / Revision Date: October 25, 2010

Summary: Supervises and coordinates activities of custodians engaged in cleaning and maintaining university premises.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Supervises custodians and custodial projects. Ensures compliance with established standards and procedures for activities and tasks of custodial staff. Institutes and monitors work schedules to assure coverage for assigned shifts and weekends and plans daily activities of assigned personnel. Periodically inspects jobs completed and buildings to assess overall cleanliness level and implements corrective action as needed to ensure compliance with quality and productivity performance standards. Inspects and evaluates physical condition of establishment; submits to management recommendations for painting, repairs, furnishings, relocation of equipment, and reallocation of space. Opens and closes campus buildings.

Instructs and trains employees in the use of equipment and cleaning methods; issues supplies and equipment. Interprets company policies to workers and enforces safety regulations by conducting safety meetings. Distributes keys to personnel and maintains a key control inventory.

Coordinates staff and equipment needed for special projects. Assigns and/or interprets tasks to personnel such as work order specifications and emergency calls. Assists with university special projects or new programs as required (i.e.; Recycling Program).

Maintains documentation to include the following: Quality Control Inspections (Daily Performance Improvement Inspections), Injury reports, Certificates of Absence, Vacation Leave Requests, FMLA documents, Attendance Reports, Timecards, and other documents as required.

Estimates labor and material cost; reports the estimate to superior and work order initiator.

Coordinates with other trades and department supervisors on work projects and estimates worker hour requirements for completion of job.

Recommends measures to improve production methods, equipment performance, quality of product, and working conditions to increase efficiency of shop, department, or work crew.

Responsible for implementing internal control procedures to track inventory and minimize waste and pilferage. Purchases and inventories shop supplies, machinery, and equipment; investigates new and improved cleaning instruments and methods.

Resolves workers' problems or refers matters to supervisor. Initiates or suggests plans to motivate workers to achieve work goals. Performs employee evaluations and writes accident reports. Handles customer complaints.

Carries two-way radio, cell phone and digital pager. Handles University Police calls (i.e.; open room (s), clean ups, etc.). Must be available on an "On Call" basis. May be required to work weekends and holidays. Overtime may be required.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.



Supervisory Responsibilities Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: High school diploma or general education degree (GED).

Minimum Experience required: Five years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to feel and reach with hands and arms. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl; push and pull; and repetitively move hand and arm movements. The employee is required to talk and be able to hear. The employee must frequently lift and move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus. May be required to wear Personal Protective Equipment to include: Steel toe or Non-slippery shoes, back belt, eye protection, and rubber or leather gloves.

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

While performing the duties of this job, the employee is frequently exposed to wet and humid conditions and occasional to inclement weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes, dust or airborne particles; toxic or caustic chemicals; exposure to potential communicable diseases and blood born pathogen exposure; and risk of electrical shock, high pitched noise and vibration. The noise level in the work environment is usually moderate.