



**Wharton County
Junior College**

**Proposed Agenda Item
Board of Trustees Meeting**

Complete this form and submit it to the Office of the President by noon on Monday of the week before the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version **as long as you follow the format specified below.**

Date of Board Meeting: January 19, 2016

Date of This Proposal: January 7, 2016

SUBJECT:

Create a new "Custodial Supervisor " position.

RECOMMENDATION:

Create a new job description for the position of "Custodial Supervisor" This position will replace one of the current custodial positions

BACKGROUND/RATIONALE:

This new job description contains an additional 5 job duties. The position is needed to assist the Director of Facilities with the operations of the custodial department and oversight of the custodial staff.

Estimated Cost & Budgetary Support (how will this be paid for?): \$3,000.00

Current operating budget

RESOURCE PERSON(S) [name(s) and title(s)]:

Mike Feyen, Director of Facilities Management

SIGNATURES:

Mike Feyen
Originator

1/19/16
Date

B. R. Kocian
Cabinet-Level Supervisor

1/26/16
Date

PRESIDENT'S APPROVAL:

Steve A. Macerola

1-27-16



**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Custodial Supervisor	FLSA: Non-Exempt GRADE: O – 6 NBAPOSN: CSV003
LOCATION: Maintenance -Wharton Campus	EFFECTIVE DATE: October 23, 2015 REVISION DATE: October 23, 2015
REPORTS TO: Assistant Director of Facilities Management and Director of Facilities Management	

PURPOSE AND SCOPE:

Under supervision of the Assistant Director of Facilities Management and the Director of Facilities Management, the Custodial Supervisor assists in overseeing the custodial staff to insure satisfactory cleaning of all buildings.

ESSENTIAL JOB FUNCTIONS:

1. This position assists in supervising the custodial staff.
2. This position oversees all moves and performs duties such as the set-up of furniture for special events.
3. This position monitors the custodial supply inventory and reports when supplies are needed.
4. This position monitors the custodial equipment for proper maintenance and reports when maintenance or new equipment is needed.
5. This position helps train new custodial employees in the department.
6. This position also has normal custodial duties and is assigned a specific area to clean. Custodial duties include striping and waxing of floors, cleaning carpets, classrooms, hallways restrooms and all other building components.
7. This position locks and unlocks buildings as assigned.
8. This position performs other duties as assigned

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires the ability to read, write, understand, and follow both verbal and written instructions. This position requires two (2) years of full time custodial work experience. A criminal background check is also required.

SUPERVISION OF OTHERS:

The Custodial Supervisor assists in overseeing the custodial staff.

SUPERVISION AND DIRECTION RECEIVED:

The Custodial Supervisor is responsible and accountable to the Assistant Director of Facilities Management and the Director of Facilities Management for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

This position uses general equipment incidental to the performance of custodial duties.

CONTACTS:

Contacts of this position are with faculty, students, and other staff as necessary to carry out the general duties of the position.

COMPLEXITY/EFFORT:

This position requires the ability to read and interpret departmental policies, procedures, and instructions and communicate in written format. Sufficient manual dexterity to perform all functional responsibilities is required. This position requires the ability to operate job related equipment. This position may be physically demanding at times and may require physical exertion including bending, reaching, and stooping.

WORKING CONDITIONS:

Work of this position is performed inside and outdoors, with exposure to dust, dirt, etc. This position involves extensive physical labor, safety and working with cleaning products.

LAST MODIFIED: October 23, 2105

Employee's Signature

Date

Supervisor's Signature

Date

Initials