AUBURN
Human Resources

Supv, Custodian

Job Description

JOB INFORMATION

Job Code	NB56
Job Description Title	Supv, Custodian
Pay Grade	FM13
Range Minimum	$47,270
33rd %	$56,730
Range Midpoint	$61,460
67th %	$66,180
Range Maximum	$75,640
Exemption Status	Non-Exempt
Approved Date:	9/26/2024 5:00:13 PM

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Environmental Services

JOB SUMMARY

Monitors, directs, and participates in custodial and/or housekeeping activities in Auburn University facilities and buildings. Oversees, assigns, and trains employees in all aspects of proper custodial techniques in order to maintain and improve University cleanliness.

RESPONSIBILITIES

- Supervises, leads, and participates in the care and maintenance of the university's custodial department. Oversees quality control by inspecting floor care, custodial closet, and overall cleanliness to ensure that all assigned buildings are always kept in pristine condition. Ensures that administrative records and reports regarding custodial personnel are accurate and current by reviewing employee timecards or monthly time sheets and monitoring employee absences. Maintains and monitors a housekeeping budget.
- Communicates with subordinate staff to ensure policies and procedures are understood and maintained. Ensures that work is completed in a safe, timely manner. Meets with clients to understand their facility needs, ensuring support can be provided. Answers questions and complaints concerning performed work within assigned buildings. Ensures quality and timely responsiveness of assigned maintenance activities, including after-hours response to emergency calls.
- Responsible for the coordination and execution of floor care schedules within assigned areas.
- Creates, approves, and/or implements schedules, purchases, and supply selection for various custodial work throughout campus. Identifies areas for cleaning improvements and corrects any aesthetic-related issues.
- Plans and oversees the safety and equipment training, scheduling, and development of assigned staff. Responsible for maintaining records of work orders, purchases, activities, time, and schedules. Gathers metrics and provides reports.
- Maintains cleaning equipment inventory. Oversees the operation, maintenance, and repair of various custodial equipment such as floor care machines, extractors, vacuum cleaners, restoration equipment, etc.
- Inspects work areas for the use of proper methods and materials.
- Responsible for staying up to date on custodial trends and advancements to provide expert insight and guidance on best practices.
- Plans, supervises, and implements all game day cleaning requirements, including the supervision of all custodial contract employees working on game day.
- May work outside of normal operation hours to manage special events, emergency calls, and inclement weather. Responsible for assessing, reporting, and advising campus service leadership regarding the condition of buildings during emergencies and extreme weather events.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor.

Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or equivalent	and	5 years of	Experience in custodial care techniques. Ability to manage and motivate people, ability to effectively communicate with customers and employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of safe and proper use of chemicals and cleaning materials needed for custodial services.	
Knowledge of safe disposal of chemical liquids and other hazardous components.	
Technical proficiency in software and programs (Ready, AIM, Smart Sheets, Excel, etc.).	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Valid driver's license may be required for some positions.	Upon Hire	Required	
	Some positions may require - ISSA Basic Custodial Certification.	Upon Hire	Desired	And
	Some positions may require -ISSA Advanced Custodial Certification.	Upon Hire	Desired	And
	Some positions may require -ISSA Certified Trainer Certification.	Upon Hire	Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Lifting				X		50lbs
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.