AUBURN
Human Resources

Asst Supv, Custodian

Job Description

JOB INFORMATION

Job Code	NB87
Job Description Title	Asst Supv, Custodian
Pay Grade	FM08
Range Minimum	$34,070
33rd %	$38,610
Range Midpoint	$40,880
67th %	$43,160
Range Maximum	$47,700
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/7/2013

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Assists in monitoring and directing custodians and floor care technicians as well as participates in custodial and/or housekeeping activities in Auburn University facilities and buildings.

RESPONSIBILITIES

- Assists with assigning and prioritizing duties to employees ensuring buildings and facilities are maintained in a clean and orderly manner.
- Create, maintain, and verify employee work schedules and hours worked.
- Monitors and inspects work areas to ensure proper cleaning methods, materials, and equipment are being used and maintained.
- Assists with overseeing procurement of equipment and supplies and maintaining adequate inventory.
- Maintains a clean and safe working environment by performing custodial, floor maintenance, recycling, and housekeeping duties.
- Answers questions and complaints concerning performed work within assigned facilities/buildings.
- Assists in maintaining and monitoring a housekeeping budget.
- Follows recycling program procedures ensuring proper methods are being followed.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	2 years of	Experience in custodial care techniques	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of safe and proper use of chemicals and cleaning materials needed for custodial services.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	for some positions.	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

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

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.