

**JOB TITLE:** Custodial and Grounds Supervisor  
**DEPARTMENT:** Facilities and Grounds  
**LOCATION:** Union Campus  
**REPORTS TO:** Director, Facilities & Grounds

**FLSA:** Exempt  
**LEVEL:** 204  
**DATE:** 08/15/2016

**POSITION SUMMARY:** Coordinate custodial and grounds operations of the college which includes the appearance, and cleanliness of the buildings, facilities and grounds. Daily supervision and scheduling of the custodial and grounds staff.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of associate degree; over 5 years related work experience which includes supervisory experience.

**ESSENTIAL TASKS:** *(Employee must be able to perform the following functions to the satisfaction of the employee's supervisor.)*

- Supervise assigned custodial and grounds staff. Coordinate special projects during the academic year/break periods.
- In conjunction with the Director, recommend selection, retention, promotion and discipline as appropriate.
- Enforce proper safety techniques and methods, procedures, and standards for the performance of custodial work and maintenance of the grounds.
- Responsible for the oversight of workers' compensation reporting for the department and assist the Director and Human Resources for workers' compensation procedures for the College.
- Provide on-the-job training for new and current employees with regard to every phase of their job, which includes safety, proper equipment and chemical usage
- Conduct monthly safety meetings.
- Ensure Material Safety Data Sheets for all chemicals used at the College are up to date and on file in the Facilities Office and Department/work location.
- Inspect all assigned areas frequently to insure work is being carried out in a proper and orderly manner and defined
- Provide general supervision for moving furniture and other items between buildings, within buildings, and set up/take down for athletic events, on- and off-campus college sponsored events.
- Coordinate and assist with snow removal.
- Coordinate requests for custodial services for after hour functions.
- Evaluate and assist in the selection of new cleaning products, materials and equipment; maintain adequate cleaning and custodial supply inventories to ensure that custodial staff has the necessary resources to complete assignments.
- Responsible for administration of department budget. Submit budget recommendations, monitor expenditures, submit bids, and prepare estimates for costs of unanticipated events and special assignments.
- Prepare various reports as requested on custodial and grounds operations/activities.
- Maintain current file of keys and distribute keys to staff and faculty for all campus internal and external doors.
- Responsible for shipping and receiving of large items to campus.
- Respond to campus custodial/grounds emergencies; providing necessary cleanup and/or removal.
- Maintain the Prairie Restoration project.
- Maintain first-aid kits campus-wide, ensuring that kits are kept up-to-date and stocked properly.
- Wear proper protective equipment while performing job duties (i.e., goggles, helmet, back brace, knee pads).
- Along with the Director of Facilities share in the responsibility of monitoring and operating the schools CCTV system.
- Assist Director of Facilities as liaison between ECC and security vendor, monitor their daily activities to ensure contractor is completing duties according to the contract for services, plus monitor their training progress and hiring procedures; report any security issues and incident investigations to the Director of Facilities.
- Maintain recycling program, equipment maintenance program
- Adjustment of hours involving early morning, evening and/or weekend work will be required.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public

- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of usage, storage, disposal of chemical and hazardous waste; knowledge of MSDS sheets; knowledge of and ability to use commercial custodial cleaning equipment; ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments; ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines; excellent organizational and planning skills; ability to establish and maintain positive working relationships with other employees at all levels; ability to multi-task with numerous priorities and simultaneous deadlines; ability to exercise sound independent judgment within general policy guidelines; ability to prepare clear, concise and competent reports, correspondence and other written materials; skill in budget preparation and budget management; ability to handle confidential material judiciously; excellent customer service skills;

**LEADERSHIP and COMMUNICATION SKILLS:** Direct, manage, or lead others, coordinate work flows and task planning; well-developed written and oral communication skills; ability to manage interpersonal conflict situations with tact, diplomacy and discretion; ability to participate as a team member; effective communication skills are essential for conflict resolution, training, and day to day management duties; ability to interact effectively with diverse student populations as a wide variety of co-workers; ensure all safety policies and procedures are followed; ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals; may be responsible for providing information to those who depend on a service or product; knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations.

**DECISION-MAKING and ANALYTICAL SKILLS:** Ability to make administrative and procedural decisions; ability to interpret policy and establish methods and procedures; ability to analyze situations accurately and effectively problem solve; ability to mediate conflict and resolve effectively; ability to determine work procedures, assign duties, promote efficiency; collaborate with relevant leadership regarding strategic planning, marketing, and process improvements. Ability to make critical decisions; requires frequent decision making affecting co-workers or the general public; may be responsible for providing information to those who depend on a service or product; perform advanced professional work methods to formulate important recommendations or make technical decisions that have an organization-wide impact. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to add, subtract, multiply and divide in all units of measure (volumes and mixtures); ability to calculate figures and amounts such as whole numbers and percentages to prepare budgets and cost estimates; ability to prepare and analyze financial statements and report.

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, etc.; office machines such as telephones, fax machines, or copiers, hand and power tools, machinery, heavy equipment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *(The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.)*

**Environment:** Work is performed in a standard office setting, indoor and outdoor with frequent interruptions and distractions. The job will include hazards related to the use of chemicals, hand tools, power tools and machinery, heavy equipment, exposure to extreme weather conditions. **Physical:** Primary functions require sufficient physical ability and mobility to work in an indoor/outdoor setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 100 lbs; to operate office and/or department equipment requiring repetitive hand movement and fine coordination; See in the normal visual range with or without correction.

**POSITIONS SUPERVISED:** Custodians; Lead Custodian; Grounds persons

**SIGNATURES:** I have read and reviewed the above job description with my immediate supervisor.

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

**DISCLAIMER:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

**NOTICE OF NON-DISCRIMINATION:** *Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment and individuals with whom the Board of Trustees and college officials do business are hereby notified that East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director, 005-D Donald Shook Student Center, telephone number 636-584-6710 or [hrnotice@eastcentral.edu](mailto:hrnotice@eastcentral.edu).*