



DOANE UNIVERSITY

Manager of Custodial Services

This position involves supervising, participating and coordinating all custodial activities. This involves prioritizing, scheduling, assigning and supervising the work of all custodial staff. This position also includes the inspecting of buildings/facilities, work processes or areas to ensure the highest level of safety is followed and to determine custodial requirements and needs. Responsible for initiating services in assigned buildings, facilities or areas including budgeting, ordering, safety, inventorying and maintaining equipment, materials and/or supplies. This position also assists with snow removal operations. This position may require work assignments at times other than their regularly scheduled shift.

Duties and Responsibilities

- Perform routine site inspections of buildings and facilities, work processes or areas to ensure conformance with safety precautions and work procedures
- Use of independent judgment with work decisions to determine proper and safe work methods, time and materials required for each project.
- Supervisory duties including, but not limited to, hiring, training, staff development, performance appraisals, corrective action, work flow management and staff recognition.
- Analyze and recommend changes for methods and equipment.
- Practice safety principles in the workplace at all times.
- Review new area sites to determine custodial services requirements and needs.
- Assists, supervises and works with college administration, staff, faculty and public to ensure all requested college and/or public functions on campus are set up and monitored to the satisfaction of the people making such requests.
- Assist in preparing annual operating budgets and capital improvements.
- Prepare job estimates as requested by Director of Facilities Operations.
- Seek outside sources of funding through grants and prepare proposals to secure funding.
- Coordinate, monitor and assist in the evaluation of work performed by contractors, volunteers and outside organizations.
- Remain up to date and informed in current practices and all local, state and federal codes and regulations related to custodial services and the handling/storage/use of materials and chemicals.
- Make periodic reports to the Director of Facilities Operations regarding labor and material usage and/or expenditures.

- Obtain, transport identified tools, equipment, supplies and materials as needed.
- Maintain shop facilities and work areas, as well as assigned vehicle.
- Assist with snow removal operations using a truck and snow plow.
- Other duties as assigned by the Director of Facilities Operations.

Education/Training Required for Position:

- Bachelor's degree preferred and/or work experience supplemented by five or more years' experience in a supervisory capacity with active experience in custodial management and practices preferred

Licenses and Certifications Required for Position:

- Valid Nebraska Driver's License and driving record acceptable to the college's automobile insurance provider.
- Bed Bug Management certification and/or the ability to obtain.
- Pest control certification, category 08 and/or the ability to obtain

Qualifications/Skills/Abilities Required for Position:

- Ability to communicate effectively both orally and in writing with the general public and diverse staff and student population.
- Knowledge of safety hazards and appropriate precautionary methods involved in building custodial maintenance, chemical handling and chemical storage.
- Have the ability to perform related work inspections of buildings, facilities and work sites to determine custodial needs and proper chemical safety procedures.
- Ability to read and work from sketches, SDS sheets, blueprints and oral and written instructions as related to performance of the job.
- Ability to make accurate estimates of time materials, personnel and expenditures required for custodial work.
- Ability to plan, organizes, train and supervise the work of custodial services staff.
- Ability to maintain, transport and repair equipment and tools.
- Skill in the use of tools and equipment utilized in a variety of craft and custodial disciplines as well as grounds for snow removal and unloading and loading of items with a forklift.
- Ability to determine proper occupancy loads for various spaces and functions around campus.
- Ability to be involved in campus committees as requested by the Director of Facilities.