

JOB INFORMATION

Effective Date	4/4/2022
Job Code:	9907
Job Title:	Custodial Manager
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	M2 - Middle Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Facilities
Job Family:	Facilities
Job Summary	The Custodial Manager is responsible for assigning duties, inspecting work, and investigating complaints regarding janitorial services and taking corrective action. The Custodial Manager will secure and assure that all equipment is maintained and in working order. This Manager will also make sure buildings have sufficient janitorial supplies by taking periodic inventories of supplies and materials. In addition, they will train, discipline, and recommend dismissals of employees. Also, they will act as a liaison between building occupants or administrators and supervisors to effectively communicate all directives from managers, building occupants and administrators to janitorial staff.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Associate's Degree		Required	or
Bachelor's Degree	Business Administration	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Related	Required	or
Considerable	Related	Preferred	or
Progressive	Demonstrated progressive experience in knowledge areas(s) with considerable Supervisory experience	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Management knowledge and skills related to budget and personnel.	Proficient
• Have familiarity with safety programs and possess the ability to teach them to the staff.	Proficient
• Knowledge on buffing, stripping and carpet cleaning operations,	Proficient
• Skills in Microsoft Office, specifically Word, and PowerPoint.	Skilled
• Ability to use all assigned equipment, tools and supplies and teach others in respective use.	Skilled
• Maintain custodial equipment.	Skilled
• Ability to communicate effectively orally and in writing.	Proficient
• Ability to evaluate different cleaning techniques and utilize the best and most productive methods, materials and equipment.	Skilled

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
• Develops the scope of work and manages daily custodial services.	20%
• Responsible for overseeing daily housekeeping care of administrative offices and suites, classrooms, common areas, laboratories and restrooms as well as for the daily care and inventory of the custodial office, break room and custodial closet.	10%
• Perform all recruiting, hiring, training, mentoring, motivating, and management of supervisors and overseeing the management of the staff under each supervisor. Prepares and administers performance assessments on staff.	10%
• Implements and follows safety regulations. Initiates all accident reports and conducts investigation of accident causes. Responds to all accident reports and corrects any violations or conditions that may be potentially harmful or fatal to the staff. Follows MSDS instructions.	10%
• Prepares shift time sheets and records absences, arrivals, and departures, for processing through the department's payroll system, works with scheduling department and posts all overtime assignments.	10%
• Computes required custodial support for special projects, assigns required personnel, prepares duty rosters and ct/overtime schedules.	10%
• Trains all employees in housekeeping practices and on the proper use of all custodial equipment. Evaluates employee performance and takes appropriate personnel action to remedy remedial work or performance.	10%
• Orders custodial supplies to ensure that proper levels of equipment are in stock for daily use.	5%
• Evaluates work areas for effectiveness of housekeeping and takes corrective measures for deficient work.	10%
• Additional duties/responsibilities as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No

Pulmonary Function Test:	No
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PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	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			

Travel Requirements

Estimated Amount	Brief Description
100%	