

ISSUED: 7/93

TITLE: General Supervisor

SALARY

& 4/91
CLASS

SCHEDULE:

CODE: 7M701

SALARY

EEO

UNION: 517-M

GRADE:

CODE: H70-004

FLSA: Non-Exempt

JOB
CODE: 7M

POSITION PURPOSE

Oversee the day-to-day operations of the Custodial Department within Facilities Planning and Management. Provide inventory maintenance and staff training to allow thorough and efficient cleaning of campus buildings. Maintain records and produce reports concerning the daily operation of the department.

ESSENTIAL JOB FUNCTIONS

- Train all new departmental employees in the proper use of equipment and supplies. Instruct new employees on methods, procedures and policies; demonstrate cleaning techniques to be used; tour facility with new employees to provide orientation of work to be done; provide on-the-job training and review to employees; operate cleaning machines and equipment to provide workers with instruction on its use and upkeep; instruct on proper mixing of cleaning solutions; guide new staff through daily routine to assure understanding of duties.
- Utilize slides, videos, posters and/or other teaching aids in conjunction with demonstration to train new custodial employees. Assist in the development of training program and materials; assess effectiveness of training received by workers and recommend and/or implement changes as appropriate. Develop and administer comprehensive and on-going safety training program; ensure employees receive all appropriate related training; provide remedial training as necessary. Keep abreast of new equipment, materials and methods used by department staff and incorporate instruction into training program.
- Assign and oversee the work of custodial employees being trained for and/or engaged in maintaining the physical plant and offices in a sanitary condition. Direct the efforts of workers to sweep, mop, scrub, disinfect, refinish surfaces and polish floors; conduct quality inspections of subordinates' and trainees' work to ensure facilities are properly maintained; instruct on special conditions or projects which need attention; relay information or requests from building occupants to staff; motivate workers and trainees.
- Instruct, counsel, advise and interpret University policies, procedures and work rules for employees. Address and settle grievances as necessary; promote healthy work relationships; recommend appropriate personnel actions, e.g. termination, transfer, promotion, etc. of staff to management; conduct performance evaluations, discipline and training of subordinate personnel. Alert employees of attendance policies and assure enforcement. May provide relief for absent Custodial Supervisors as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

- Coordinate special projects within Custodial Department. Alert proper University departments of work to be completed and its impact, if any, on other work in the area; arrange for cleaning to be performed so as to inconvenience as few operations, staff, students and visitors as possible. Maintain and record inventory of all custodial tools, supplies and equipment used by department staff; coordinate repair and routine maintenance of custodial equipment to be performed by staff or vendors.
- Maintain time records for assigned staff. Approve vacation time so as to allow for adequate coverage of work area; monitor completion of staff's and trainees' daily assignments and progress toward completing projects; recommend changes as necessary. Inventory, order and maintain records of all departmental cleaning supplies and equipment for use by staff; supervise trash collection and removal to disposal area; may supervise operation of compactor as necessary. Oversee department stockroom and supplies distribution; maintain records and report on same.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Two years of college or equivalent combination of education and/or experience.
- Extensive custodial supervisory experience.
- Possess and maintenance of valid Michigan vehicle operator's license and satisfactory driving record as determined by University policy.
- Ability to transport and use heavy cleaning equipment.
- Ability to follow and give instructions and make group presentations.
- Ability to perform mathematical computations to determine needs and costs and mix cleaning agents.
- Ability to transport, use and maintain the full range of custodial supplies and equipment, including brooms, mops, sponges, buckets of water, vacuums, buffers, automatic scrubbers, electric sweepers, dust pans, ladders, toxic cleaning agents, etc.; ability to train personnel in the proper use and maintenance of same.
- Ability to access cleaning surfaces which may be at any height from ground level to ceiling and at any angle.
- Ability to work in varying environmental and possible hazardous working conditions utilizing the appropriate precautions to ensure safety to self and others.
- Extensive custodial experience and knowledge.
- Must obtain security clearance.