



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 09/14
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Custodial Operations

JOB SUMMARY

Manages work in the organization and coordination of custodial services. Responsible for the selection of new employees, establishment of standards and procedures, and for the training and general supervision of personnel involved in custodial services. Assignments usually consist of a general statement of desired objectives and initiative is required to formulate methods within established policies and guidelines. Work is performed under the supervision of the Director of Physical Plant and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Physical Plant

Supervises: Custodial staff

ESSENTIAL DUTIES - May include, but not limited to the following:

- Responsible for the creation and/or enforcement of university General Cleaning Standards and Procedures.
- Prepares and administers training programs for departmental personnel.
- Manages all personnel functions for supervised employees.
- Maintains records and prepares reports.
- Inspects assigned buildings and work for conformance to established procedures, methods, and standards.
- Tests and evaluates new cleaning materials and methods.
- Supervises custodial personnel and schedules non-routine assignments to accomplish work load.
- Inventories and orders cleaning supplies and equipment.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the

performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Administers the custodial program in the absence of administrative personnel.
- On-Call and emergency management protocols are required.
- Schedules and holds staff meetings as necessary.
- Assists in loading and unloading shipments of supplies and materials.
- Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Additional years of job-related education may substitute for the required experience on a two-for-one basis. Some college course work in facilities and/or management preferred.

EXPERIENCE

Seven years of experience in building custodial and maintenance work including a minimum of two years as a supervisor of a large work unit. Certification preferred.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization through the university.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Considerable knowledge of the materials, methods, and practices essential to the cleaning of buildings.
- Ability to instruct and train employees.
- Ability to effectively communicate orally, both in person and by telephone and radio; and in writing.
- Ability to plan, organize and coordinate the work of a large custodial group.
- Ability to use/operate a buffer, vacuum, water vacuum, a mop, broom, dust pan, mop bucket and wringer.

- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. Ability to regularly climb stairs and occasionally climb a six foot ladder. Ability to lift and carry approximately 25 pounds and to push, pull, or drag approximately 30 pounds.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

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Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.