Assistant Director for Custodial Services

Definition of Class
This is a supervisory position in which the incumbent assists in the planning and supervision of the custodial function. The incumbent coordinates the general housekeeping of facilities; coordinates appropriate staffing and maintains housekeeping schedules; makes recommendations for repairs and replacements; and assists in interviewing and hiring of custodial staff.

Examples of Work Performed
Collaborates with Associate Director for Administration, Associate Director for Operations, and Associate Director of Residence Life on the coordination of maintenance, repair, renovation, and cleaning of student housing facilities.
Coordinates the work program/schedule of a swing shift operation for custodial staff.
Trains custodial staff in proper cleaning techniques, appropriate use of cleaning solutions and products, proper and safe use of equipment, and customer service.
Maintains and disseminates MSDS sheets. Maintains a database of safety training programs.
Schedules facility cleaning for summer conference programs and activities.
Coordinates and supervises weekly quality inspections of all assigned areas and evaluates inspection reports.
Develops, maintains, and distributes Custodial and Maintenance Housing Employee Handbook.
Performs duties of warehouse manager.
Orders supplies and equipment. Maintains inventory.
Serves as departmental representative and resource person.
Supervises custodial staff.
Inspects buildings and rooms on a regular schedule; makes reports for repairs, maintenance, and custodial care.
Monitors warehouse security.
Prepares budgetary recommendations. Monitors, verifies, and reconciles expenditures of budgeted funds.
Directs various personnel functions including hiring, merit recommendations, promotions, transfers, and leave time.
Maintains interface with faculty, staff, and parents to evaluate adequacy of services.
Coordinates and presents safety training programs.
Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinates the case, cleaning, and general housekeeping of facilities.
2. establishes and maintains housekeeping schedules, ensuring assignments are appropriately staffed.
3. Reports needed repair or replacement of mechanical, structural, or electrical conditions.
4. Coordinates the interviewing and recruitment of custodial staff.
5. Trains staff in appropriate cleaning methods, correct use and application of chemicals, and on various safety issues.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi’s Personnel Department in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.
- **Near Acuity:** Clarity of vision at 20 inches or less.
- **Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.
- **Far Acuity:** Clarity of vision at 20 feet or more.
- **Field of Vision:** Ability to observe an area up or down, left or right while eyes are fixed on a given point.
- **Depth Perception:** Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.
- **Accommodation:** Ability to adjust focus.
- **Color Vision:** Ability to identify colors.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to talk or hear. The incumbent is frequently required to walk; and use hands to finger, handle or feel objects, tools, or controls. The incumbent is occasionally required to stand; sit; climb or balance; stoop, kneel, crouch or crawl; and reach with hands and arms.

Experience/Educational Requirements:

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

**Experience:**
Five (5) years of experience related to the above described duties which includes supervision of a full-time staff.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Personnel Department in writing of any reasonable accommodation needed prior to the date of the interview.