JOB DESCRIPTION

Assistant Superintendent of Custodial Services

Definition of Class
This is a supervisory position in which the incumbent coordinates the care, cleaning, and general housekeeping of assigned University buildings. Keeps departmental management informed of progress on work of employees under direct supervision. Ensures a clean and healthy environment for the University.

Examples of Work Performed
Manages and coordinates the care, cleaning, and general housekeeping of assigned University buildings.

Establishes and maintains housekeeping schedules and assigns employees to areas for various housekeeping duties; conducts comprehensive inspections to check the completion of work assignments of all custodians. Reports for repair or replacement of mechanical, structural or electrical conditions that need corrective action.

Schedules, supervises, and evaluates the activities of the Recycling, Night Floor, and PM Special Events staff.

Supervises and coordinates building lock-up schedules according to customer requests.

Coordinates and provides training for custodial staff.

Ensures that assignments are appropriately staffed and that employees have adequate supplies and equipment for completion of assignments.

Interviews applicants, makes hiring and merit recommendations.

Maintains supply inventory.

Related or similar duties are performed 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. Supervises and coordinates the activities associated with the care, cleaning, and maintenance of University buildings.

2. Interviews and makes recommendations regarding hiring and merit decisions.

3. Maintains inventory of supplies.

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 Department of Human Resources 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: Requirements of this job include close vision.

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

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

Experience/Educational Requirements:

   Education:
   High School Diploma or equivalent (GED).

   AND

   Experience:
   Eight (8) years of experience related to the above described duties.

   Licensure:
   Must have a valid driver’s license.

Background Check Requirements
This position requires a background check upon hire.

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

Rev. 04/08/2015

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