Superintendent of Custodial Services

Definition of Class
This is a supervisory position in which the incumbent supervises personnel and sets up for special events, orders supplies and equipment, develops annual department budget, and performs various personnel duties including interviewing, hiring, recommendations for promotions, and transfers of personnel.

Examples of Work Performed
Determines fiscal requirements of custodial services.

Prepares budgetary recommendations.

Monitors, verifies, and reconciles expenditures of budgeted funds.

Directs and coordinates the establishment of schedules, task assignments, and allocation of man-hours and equipment to ensure compliance with departmental commitments.

Directs various personnel functions including hiring, merit recommendations, promotions, transfers and leave time.

Maintains interface with faculty and staff to evaluate adequacy of services.

Assigns work areas and duties to personnel.

Performs similar or related 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. Oversees the activities associated with the care, cleaning, and maintenance of University buildings and evaluates adequacy of services.

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

3. Establishes and maintains schedules of the work unit to ensure that assignments are appropriately staffed.

4. Determines fiscal requirements, makes budgetary recommendations and monitors expenditures of custodial services work unit.

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 10 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:**
  
  Graduation from a four-year high school or equivalent (GED).

  AND

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

  AND

- **Licensure:**
  
  Must possess a valid driver’s license.

**Interview Requirements**

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

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