Staff / MPP Position Description

|  |  |
| --- | --- |
| HR USE ONLY | |
| Conflict of Interest (COI) Designated:  Yes  No    Mandated Reporter:  Limited  General  N/A | **HR Reviewed By & Date:** |

Conflict of Interest Per Political Reform Act of 1974

If the person holding this position is considered a ‘Conflict of Interest Designate’, under the Political Reform Act of 1974. They are required to comply with the requirements set forth in Conflict-of-Interest codes as a condition of employment.

Mandated Reporter Per CANRA

If the person holding this position is considered a ‘mandated reporter’, under the California Child Abuse and Neglect Reporting Act. They are required to comply with the requirements set forth in [CSU Executive Order 1083](https://calstate.policystat.com/policy/10927154/latest/#attachments/c69e6c3b-de81-4119-9dcb-ead514145a9a/EO-1083%20AttachB_Final%20Draft.pdf) as a condition of employment.

# SECTION I. POSITION INFORMATION

|  |  |
| --- | --- |
| **Reason for Position Description (Please check all that apply):** | Classification Review  Update Position Description  New Position  Existing Position  Temporary Reassignment  Permanent Reassignment  Recruitment |
| **This position description is being submitted by:** | Employee  Supervisor/Lead  Dean/Chief Administrator |
| **Effective Date:** | TBD – Incumbent Start Date |
| **Division:** | Admin Affairs & Finance |
| **Department:** | FAC MGT – Custodial Services |
| **Employee Name:** | TBD |
| **Humboldt Employee ID:** | TBD |
| **Current Classification:** | Administrator I |
| **Position Number:** | 00023341 |
| **FLSA Status:** | Exempt (not overtime eligible)  Non-exempt (overtime eligible) |
| **Working Title:** | Night Custodial Supervisor |
| **Time Base:** | 1.0 |

# SECTION II. PURPOSE OF POSITION

|  |  |
| --- | --- |
| **State the basic purpose of the position in one or two specific statements.** | Reporting to the Custodial Services Manager, the Night Custodial Supervisor is responsible for providing direct supervision, management and leadership for night shift employees assigned to Custodial Services within the Facilities Management Department. The Night Custodial Supervisor is also responsible for assisting with the development of comprehensive custodial services plans, procedures, and training programs as it relates to the Night Staff. The position ensures that training plans and procedures are in alignment with policies and regulatory requirements as well as the University's mission, values and adopted Departmental and Unit goals. In addition, the Night Custodial Supervisor serves as a campus liaison as related to the area of assignment. |

# SECTION III. MAJOR RESPONSIBILITIES

List the major responsibilities/functions of the job in descending order from the most important to the least important. Indicate approximate percentage of time spent in each (percentages should not be less than 5%). An Essential Function is a job-related task that is essential to the job. A marginal function is a job-related task that is not an essential aspect of the job. Essential Functions and Marginal Functions should have a combined total of 100%.

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of Major Responsibilities:** | **Essential Functional or Marginal Function ?** | **(%) Percent of Time** | |
| Provides Leadership, Supervision and Management of the Night shift Custodial Services Unit within Facilities Management   * Assists the Custodial Services Manager in the recruitment process including development of recommendations for hire. * Perform personnel evaluations for those staff that direct report to the Night Custodial Supervisor. * Develops and communicates work schedules including the provision of coverage as required for special events or programs as offered by the University outside of regular custodial work shifts. Provides input as required for special event resource requirements. * Assists the Custodial Services Manager in the development of building and area special custodial care plans based on campus priorities and service levels. Upon adoption, provides training to staff in such plans and then leads efforts to further prioritize, plan and schedule work efforts as required to meet the intent of adopted plans. * Provides leadership to and supervision of Lead Custodians and Custodians as required to ensure successful delivery of custodial services to the campus on the night shift. * Utilizes online integrated work management system (FacilitiesLink) to assign, track, prioritize, plan, schedule and manage deployment of resources required to implement services. * Ensures custodial staff have access to supplies as required to efficiently implement custodial plans. * Prepares reports as requested. | Essential | 55% | |
| Area and Base Inspections, Including Required Employee Follow-ups   * Inspects all services areas routinely for compliance with custodial service plans; takes corrective action as required to ensure services meet plan intent. * Document inspections for future reference. * Work with employee to provide necessary feedback and remediation where appropriate. | Essential | 25% | |
| Provides Leadership Required to Improve Custodial Services   * Assists in the development of and implements customer service and efficiency initiatives and policies as well as other tasks required to manage services in a cost effective, customer-oriented manner. * Assists in the development of and implements training for all personnel within Custodial Services including University procedures, service plans and safety. * Assists in the selection of supplies and equipment as related to the Custodial Services Unit. * May perform any necessary functions in the event of an emergency (i.e., earthquake, flood, fire, etc.,) that can be safely performed. | Essential | 15% | |
| Other Duties as Assigned | Marginal | 5% | |
|  |  |  | |
| **Total =100%** | | 100% |

# SECTION IV. CHANGES IN RESPONSIBILITES

1. What overall percentage of changes occurred in the assigned duties and responsibilities since the position was filled or the last review? Be specific. If responsibilities have increased or decreased, which ones and in what way? What new duties were added and what did they replace?

|  |  |  |
| --- | --- | --- |
| **Changes in Responsibilities:** | **(%) Percent of Change** | **Date Changed** |
| n/a |  |  |
|  |  |  |
|  |  |  |

1. *Did the new duties transfer from another employee? If so, which employee? If the added duties*

*replace other assignments, what will happen to the duties that were removed? (List other positions*

*affected and summarize impact, if applicable.)*

# SECTION V. WORK DIRECTION OVER OTHERS

If this position leads (or manages/supervises if MPP) other positions, then list the classifications. Indicate type of direction, whether direct (directly supervises the position and conducts performance evaluation, MPP Only) or indirect (acting in a lead capacity or assigning work).

|  |  |  |
| --- | --- | --- |
| **Classification** | **Working Title** | **Type of work direction**  **(Direct or Indirect)** |
| 2010 – Custodian | Custodian | Direct |
| 2015 – Lead Custodian | Lead Custodian | Direct |
| 1870 – Student Assistant | Custodial Student Assistant | Direct |
|  |  |  |
|  |  |  |

# SECTION VI. POSITION REQUIREMENTS:

|  |  |
| --- | --- |
| **List education and years of experience required, as listed in Classification Standards. If applicable, include necessary certificates and licenses (Driver’s License).** | * Three years work experience in a custodial services setting completing similar duties as described two years of which include a lead or supervisory assignment. * Proven experience in custodial services management. * Possession of a valid California driver's license for the operation of any vehicle or equipment required in the performance of duties. |
| **List REQUIRED skills, knowledge, and abilities required for this position. As listed in Classification Standards.** | * Demonstrated knowledge of custodial care practices, terminology, and standards, and the management/supervision of personnel in this field * Well-developed analytical and planning skills including experience prioritizing and scheduling the use of resources. * Demonstrated knowledge of industry standards and benchmarks as related to the duties as assigned. * Knowledge of federal, state and local laws and regulations related to the duties assigned. * Demonstrated knowledge of custodial equipment, tools and chemicals including those required to achieve custodial care plans. * Knowledge and understanding of the safe use, storage and transport of cleaning chemicals. Ability to understand the Globally Harmonized System of Classification and Labeling of Chemicals and interpret Safety Data Sheets as appropriate. * Demonstrated ability to plan and implement training sessions in the care and operation of custodial equipment and proper use of cleaning materials and supplies as well as safe operating practices. * Well-developed interpersonal and verbal communication, technical writing, public speaking and negotiating skills. * Demonstrated skills using online (web-based) software (i.e. google suite, online time/work tracking software, etc) to gather and tabulate data in a manner resulting in the type of reports required to prioritize, schedule, and manage resources (labor and materials). * Proven skills in leadership, team building and fostering cooperation. * Record of success in the area of custodial services management. * Ability to reason logically, draw valid conclusions and make appropriate recommendations. * Excellent attention to detail including content and format. * Ability to communicate and work effectively with a diverse group of individuals and organizations directly and indirectly involved with projects and/or assignments. Position requires active problem solving and effective interpersonal skills. * Ability to recognize and accommodate changing priorities; meet short and long term deadlines/goals; and complete routine tasks despite intermittent interruptions. This includes managing multiple tasks and working proactively to avoid crisis and backlog. * Ability to initiate, establish, and foster teamwork by maintaining a positive, cooperative, productive work atmosphere while establishing effective working relationships. * Ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties. |
| **List PREFERRED skills, knowledge, and abilities required for this position.** | * Bachelor's degree. * Two years of work experience in a University setting, one year of which included a supervisory assignment. * Proven experience in institutional or commercial custodial services management, and/or other managerial experience. * Demonstrated knowledge of custodial care practices and standards for an institutional or commercial environment. |

**SECTION VII. *Background Check, Credit Check, and Sensitive Information:***

1. **Background Check***: A background check must be satisfactorily be completed before a candidate can be offered this position. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for this position. The background check consists of the following: Employment and education verification, reference checks, and checks of the following systems and databases: National Social Security number/Address Locator, Felony/Misdemeanor, National Criminal Database, Federal Criminal, Department of Motor Vehicles, and National Sex Offender Registry.*
2. **Credit Check**: Credit checks will only be performed for new hires or current employees who are voluntarily reassigned or reclassified into a position that requires a credit check. To determine if this position requires a credit check, please consult with Classification & Compensation Services and reference the [CSU Background Check Policy](https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy) located at: <https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy>.

|  |  |
| --- | --- |
| **Does this position require a credit check?** | ***Yes******No*** |

1. Sensitive Position*:* For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the [CSU Background Check Policy](https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy) located at: <https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy>, complete Attachment B.

|  |  |
| --- | --- |
| **Does this position meet the criteria for a sensitive position?** | ***Yes******No*** |

# SECTION VIII. SIGNATURES

Signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to position.

Employee’s Signature & Date

Supervisor’s or Lead’s Signature & Date

Matt Wiley, Custodial Manager

Dean’s or Chief Administrator’s Signature & Date

Michael Fisher, AVP Facilities Management

# Attachment A

Complete for all positions

**To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.**

**Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).

**Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.

**Medium Work:** Job **i**nvolves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.

**Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent’s time will be spent walking, standing, squatting, kneeling, or climbing.

**Use codes below for each of the item(s) which most accurately describes the extent of the specific activity performed in this position.**

“C” = constantly or 6-8 hours per day “F” = frequently or 3-6 hours per day

“O” = occasionally or up to 3 hours per day “N” = never

|  |  |  |  |
| --- | --- | --- | --- |
| **Physical Requirements of the Position** | | **Mental Requirements of the Position** | |
| F | Bending (neck) | F | Reading & Comprehending |
| F | Bending (waist) | F | Writing |
| O | Climbing | O | Performing Calculations |
| O | Crawling | C | Communicating Orally |
| O | Kneeling | C | Reasoning & Analyzing |
| O | Pushing/Pulling | C | Decision Making |
| F | Sitting |  | Other: |
| O | Squatting |  | Other: |
| F | Standing | **Environmental Working Conditions** | |
| O | Twisting (neck) | F | Exposure to variations in temperature/humidity |
| O | Twisting (waist) | F | Exposure to chemicals, gases, dust or fumes |
| F | Walking | O | Operates machinery or drives motorized equipment |
| C | Handling Objects | N | Exposure to bio-hazards |
| F | Manual dexterity | F | Working in normal office environment |
| O | Reach above/below shoulder | O | Uses specialized equipment |
| O | Using foot controls |  | Other: |
|  | Other: |  | Other: |

# Attachment B

Complete for all positions

***Sensitive Position:*** *For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the CSU Background Check Policy located at:* [*https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy*](https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy)*.*

|  |  |  |
| --- | --- | --- |
| *Consideration for designation as a sensitive position per HR Technical Letter 2017-17* | | |
| 1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property? | Yes  No | Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a). |
| 1. Does this position have authority to commit financial resources of the university through contracts greater than $10,000 | Yes  No |  |
| 1. Does this position have access to, or control over, cash, checks, credit cards, and/or credit card account information? | Yes  No |  |
| 1. Does this position have responsibility or access/possession of building master or sub-master keys for building access? | Yes  No |  |
| 1. Does this position have access to controlled or hazardous substances? | Yes  No |  |
| 1. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive? | Yes  No |  |
| 1. Does this position have control over campus business processes, either through functional roles or system security access? | Yes  No |  |
| 1. Does this position have responsibilities that require the employee to possess a license, degree, credential or other certification to meet minimum job qualifications and/or to qualify for continued employment in an occupation or position? | Yes  No | **List professional licensing, certification, and/or credential verification required:** |
| 1. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death? | Yes  No | Motor Vehicle Records/Licensing Check is required: Valid CA driver’s license |
| **If you answered yes to any of the questions above, this position shall be deemed a sensitive position which may require additional background components.** | | |

# Attachment C

Complete for MPP Positions Only

**Mental Effort:**

Enter frequency of occurrence for all applicable activities using the following key:

“C” = constantly or 6-8 hours per day “F” = frequently or 3-6 hours per day

“O” = occasionally or up to 3 hours per day “N” = never

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Planning** | | **Performance Evaluations** | | |
| F | Forecast | O | Determine Performance Standards | |
| O | Set Program Goals | N | Authorize/Approve Awards | |
| N | Determine Budget Allocations | O | Prepare Performance Evaluations | |
| N | Establish, Implement, Revise Policies | C | Observe/Follow-Up daily | |
|  |  | C | Correct Work/Behavior Problems | |
| **Organization** | | **Employee Relations** | | |
| C | Describe Relationships Between Functions | O | Initiate Corrective Action | |
| O | Define Department/Divisional Structure | O | Authorize Formal Discipline | |
| C | Establish Priorities to Meet Goals | O | Administer Collective Bargaining Agreements | |
| C | Schedule Work for Employees | O | Prepares/Investigates Grievance Awards and Complaints | |
| C | Implement procedures | N | Formulates/Represents University Position for Formal Grievances/Complaints | |
| C | Determine work methods |  |  | |
| C | Balance multiple tasks/projects |  |  | |
| **Direction/Leadership/Supervision** | | **Other** | | |
| O | Educate |  |  | |
| F | Delegate |  |  | |
| F | Coordinate |  |  | |
| O | Coach/Train/Develop |  |  | |
| N | Recommend Formal Training |  |  | |
| O | Motivate |  |  | |
| O | Instruct/Demonstrate |  |  | |
| C | Schedule Staff/Readjust Schedule |  |  | |
| **Staffing** | |  |  |
| O | Define Roles |  |  | |
| N | Give Input to Position Descriptions |  |  | |
| N | Determine Selection Criteria |  |  | |
| O | Recruit/Interview/Select |  |  | |
| O | Orient Staff |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |