

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, equity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Position Purpose: Reporting to the Custodial and Event Support Services Manager, the Campus Custodial and Events Supervisor provides managerial oversight for campus performance and event operations including supervision of staff and student personnel. The incumbent is responsible for being the primary contact for facilities operations to event schedulers, ensures venues are set up and maintained for events and other operational functions, oversees event tear down procedures and protocols, and oversees and trains laborer and custodial staff for events and performance operations. Additionally, the Campus Custodial Events Supervisor supervises a custodial team, and oversees time management, writes performance reviews, verifies training are being completed within the given annual review period, communicates service work priorities, and verifies work is being completed on a regular and consistent basis.

Major Duties: Major duties of the position include, but are not limited to the following in support of the custodial and labor support for campus event and performance operations:

- Coordinate the day-to-day operations for events and performances (interior and exterior) including but not limited to, custodial, and moving services to ensure service levels are met per the Service Level Agreement.
- Track and monitor work order activity using the department's computerized work control system and ensure a high level of customer service.
- Provide procedural support for event coordination of set-ups and takedowns, load-ins and load-outs, including but not limited to, venue property moves, trash/recycling pick up, waste removal, and hauling.
- Work closely with event administration and associated entities related to event support.
- Oversee and manage third party contracts in support of campus events as it relates to facilities management.
- Supervise and oversee event support staff and student personnel.
- Provide on-going support and training, assignments, responsibilities, performance feedback and recognition.
- Create, maintain, and track staff schedules to ensure adequate operational coverage for event support and minimize potential conflicts.
- Coordinate the purchase of commodities and services related to event setups.
- Oversee custodial crew that provides services to the entire campus.
- Provide backup leadership support to working peers and Manager as needed.
- Verify the custodial team is compliant with assigned trainings, time management, and writes annual reviews.
- Ensure accurate record keeping of charges and hours for each event.
- Serve on committees as requested.
- Meet with university groups as needed to address or identify concerns.

Secondary Duties: Performs other secondary duties as assigned.

Work Environment: Duties will be performed in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. As an exempt employee you have some flexibility in your schedule however must be available to meet the operational needs of the campus events and performances. The incumbent must be available to be on-call and respond to emergencies 24 hours a day, 7 days a week. The incumbent must maintain regular and acceptable attendance at such levels as is

determined by the Appropriate Administrator. This position will require occasional travel, by automobile or airplane, and overnight stay to travel to trainings and meetings off campus.

Minimum Qualifications: This position requires a minimum of 2 years of experience in event coordination or similar environment along with 2 years of progressively responsible and applicable management and/or supervisory experience. Bachelor's degree in facilities, management or related field, or equivalent combination of education and experience to provide the required knowledge, skills and abilities to perform the duties of the position. Experience supporting operations for performance venues required. Higher education experience is highly preferred. Advanced proficiency with computers and Microsoft Office (Word, Excel) required. Knowledge of Google Suite, maintenance management systems, and PeopleSoft preferred. The incumbent must possess and/or obtain and thereafter maintain a California Driver's License valid for the operation of any vehicle or equipment required to maintain and operate.

The incumbent must demonstrate integrity and sound judgment in performing duties; possess the ability to supervise the work of staff and recommend appropriate personnel actions; be able to apply strong problem solving and conflict resolution skills and train and evaluate performance, taking corrective action as needed; deal with stressful situations while maintaining composure; and contribute to a collaborative environment utilizing exemplary communication and problem solving skills as necessary. Must have strong organizational skills and the ability to manage multiple projects and competing priorities simultaneously, adjusting quickly to changes needed on a daily basis. Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively in group situations. Must also possess the ability to operationalize sustainability concepts (economy, society, and environment) into all aspects of performing job duties.

The duties of this position may include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate may be required to file Conflict of Interest Form 700: Statement of Economic Interest on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.