

The University of Akron
Classification Specification

Job Title:	Custodial Supt	Job Code:	45331
Job Function:	Staff	Grade:	117
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	5000 Facilities Management Division	Date:	1/1/04;7/1/99

Job Summary:

Coordinate and supervise the performance of housekeeping and custodial duties while maintaining records of hours worked by employees. Perform various administrative duties, and ensure compliance with departmental contracts, policies, and procedures.

Essential Functions:

40% Supervise employees and inspects buildings to evaluate employee job performance and enforce compliance with contracts, policies, and procedures.

20% Perform various administrative duties including maintaining personnel records, developing and monitoring the department's budget, preparing reports, managing supply orders, and controlling inventory.

15% Anticipate the housekeeping and custodial needs of the University to effectively plan and coordinate daily work activities. Develop programs and policies to create a safe and clean environment for the campus community.

15% Provide training and instruction to housekeeping and custodial employees while managing employee work schedules and recording employee hours.

10% Cooperate with other departments, students, and the general public to solve problems, communicate information, and maintain good public relations.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

Valid Drivers License.

Experience:

Requires a minimum of 1 year experience in housekeeping/custodial operations and ability to train and supervise employees. Knowledge of relevant safety practices, inventory control, budgeting, public relations, and record keeping required. Strong communication, problem solving skills, and the ability to perform general managerial duties required.

Leadership:

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

Physical Requirements:

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasionally lifting of lightweight objects (up to 25 lbs.).

Working Conditions:

Occasional minor discomforts from exposure to less-than-optimal temperatures and air conditions. May involve occasional exposure to dust, fumes, or outside weather conditions, and/or frequent driving of a vehicle (50% or more of the time).

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.