

**San Jose/Evergreen Community College District  
Supervisor Job Description**

**Position:** Supervisor, Custodial Services

**Department:** Administrative Services

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**POSITION PURPOSE**

Under general direction, the Supervisor, Custodial Services organizes, schedules, supervises, evaluates and participates in the operations of the custodial function at the assigned campus; assigns and reviews the work of staff responsible for providing custodial services; performs a variety of technical tasks related to assigned area of responsibility; and performs other duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below exemplify the work of the classification and assigned duties may include work which is similar, related or a logical assignment to this class.

1. Leads and supervises the daily custodial operations on the assigned campus.
2. Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for custodial maintenance of buildings and facilities.
3. Develops daily work schedules; trains and coaches custodial staff; ensures availability for necessary supplies; allocates resources based on needs and priorities.
4. Participates in the preparation and administration of the Custodial budget; submits budget recommendations; monitors and controls expenditures; reviews and approves requests to purchase goods and services according to policies and procedures.
5. Assigns and evaluates the work and performance of assigned Lead Custodians and custodial staff; participates in interviews and selection of employees; reviews and approves timecards for assigned staff.
6. Assesses the performance of assigned staff, counsels staff and develops performance improvement plans; implements disciplinary processes as required; if necessary, terminates personnel according to established policies and procedures.
7. Participates in custodial work as required; transports, stores, and maintains records on hazardous waste materials; performs minor repairs to equipment; operates assigned equipment and vehicles.
8. Prepares analytical and statistical reports on operations and activities; maintains records and reports on personnel and work performed.
9. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

1. Operations, services and activities of a custodial maintenance program in a community college.
2. Practices of effective supervision, leadership, employee training and performance evaluation.

3. Modern principles and practices of facilities maintenance.
4. Federal, state and other applicable laws and regulations and District policies and procedures governing effective custodial operations including applicable sections of California Education Code, Title 5.
5. Practices and techniques of custodial operations assessment and oversight.
6. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
7. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements.

**Skills and Abilities to:**

1. Organize, schedule, supervise and review the work of assigned custodial staff.
2. Perform the full range of custodial duties.
3. Ensure the proper and safe use of cleaning chemicals and solvents.
4. Determine work priorities and analyze situations using sound judgment in the application of policies, rules, regulations and standard operating procedures.
5. Estimate and ensure adequate resources to meet labor, material, equipment and time requirements.
6. Understand, interpret, explain and apply applicable rules, regulations, policies, procedures, laws, codes and ordinances.
7. Build and foster knowledgeable, cohesive and effective work teams.
8. Establish and maintain cooperative and effective working relationships with others.
9. Operate a computer, assigned office equipment and standard business applications.

**Education and Experience:**

1. Graduation from high school or G.E.D.
2. Three years of custodial experience, including one year of lead or supervisory experience.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socio-economic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

**Desirable Qualifications:**

1. A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program or the ability to travel to other District campuses and locations.

## **WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties of this position require moderate periods of sitting and occasionally moderate standing, walking, stooping, bending and kneeling. Will operate a vehicle or travel to locations other than primary worksite.

### **Physical Demands:**

While performing the duties of this class, employees engage in moderate to heavy physical effort in an indoor and occasionally outdoor working environment; constantly operate a computer and other communication and office equipment; observe details at close range; and move or lift up to 50 pounds, and up to 100 pounds with assistance.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to accurately and clearly communicate information and ideas using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: December 9, 2025

Salary Range: S-103

EEO Category: 2B2- Other Professionals