

NEW MEXICO HIGHLANDS UNIVERSITY
LAS VEGAS, NEW MEXICO 87701
PUBLIC VACANCY NOTICE

POSTING DATE: August 21, 2013

DEADLINE DATE: August 30, 2013

POSITION TITLE: Custodial Supervisor II

DEPARTMENT: Housing

SALARY GRADE: (11) \$12.31/Hr.

JOB TYPE: Regular/Full Time

REPORTS TO: Director, Housing and Student Conduct

FLSA: Non-Exempt

PURPOSE OF POSITION: This position directs the custodial services for the Housing and Student Conduct Department to ensure a clean and well maintained environment. The incumbent in this position will work with the Director to develop goals and objectives for the upkeep and maintenance of the on campus residential facilities.

Duties & Responsibilities:

- Schedule work tasks in order to complete daily tasks;
- Operates on minor equipment malfunctions and performs repairs;
- Conduct employee evaluations as required;
- Assist in vacuuming, sweeping, and emptying trash receptacles;
- Assist in cleaning of fixtures, blinds, pictures, shelves, drapes and ashtrays;
- Assist in washing windows;
- Assist in shoveling snow in entryways;
- Assist in cleaning restrooms and kitchens;
- Assist in moving furniture and perform set-ups;
- Assist in shampooing carpets and strips and waxes floors, as required;
- Inspect work performed by staff and ensures all safety procedures are followed;
- Provide feedback to staff and supervisors;
- Assist the Director in planning and implementing projects and work as required;
- Provide developmental tools to assist in the growth of others within the department and provides continuous feedback on performance;
- Teaches use of equipment and safety procedures;
- Provide twenty (20) hours of staff training per year;
- Works with the Director or designee to set and maintain custodian work schedules, including the development of weekend schedules;
- Plan, prioritize, assign, supervise, review, and participate in the work of custodial staff engaged in a variety of manual tasks in the cleaning and general upkeep of assigned buildings, facilities and adjacent areas;
- Ensures employees complete work assignments in a timely manner;
- Ensures that all building custodial tasks have been properly completed by staff;
- Designates when and how the work load will be accomplished;
- Enforces policies regarding breaks, lunches and reports employee tardiness and absences;
- Provides feedback to employees regarding performance;
- Assists with employee evaluations and performance reviews as required;
- Ensures the implementation and execution of all established safety requirements are being met;

- Maintain awareness of new trends and developments and incorporates them as needed;
- Ensures that grounds, buildings and other surrounding areas meet standards;
- Responsible for ordering and maintaining the supplies needed to effectively maintain established residential cleanliness standards;
- Maintains inventory at correct levels;
- Maintains an accurate accounting system of supplies and materials and prepares required reports;
- Inspects all equipment to ensure it is functioning correctly and performs repairs;
- Reviews all requests for new equipment orders and repairs;
- Assist management in the planning of in-service meetings;
- Teach use of equipment and safety procedures.
- Responsible for maintaining quality control, monitoring equipment usage and supplies and maintaining a safe work environment;
- Acts as a liaison between students, custodial staff, residential staff and the Residential Coordinator and Housing Graduate Assistant in developing and maintaining open communication and good working relationships;
- Represents the department professionally at various levels in a University environment at meetings and with business vendors;
- Maintain regular attendance;
- Perform other related duties as assigned.

Minimum Requirements:

- **Education:** High School Diploma or GED
- **Experience:** 5 years experience in housekeeping, two (2) of which must have been in a supervisory capacity.
 - **Preference:** Experience working with computer programs such as Micro soft word, excel etc....

Special Requirements:

- Must be willing to work evenings, weekends, holidays, odd hours, and emergency calls,
- Must possess and maintain a valid New Mexico Driver's License.
- Must be able to operate vehicles with manual transmission.

Knowledge, Skills, and Abilities:

- Ability to understand and carry out verbal and written instruction.
- Knowledge in properly handling hazardous chemicals and materials.
- Knowledge in proper cleaning techniques.
- Skill and Ability in maintaining keen observations;
- Ability to remain detailed oriented;
- Ability to demonstrate excellent written and verbal communication skills;
- Ability to remain well organized and patient;
- Ability to lead by example and be a working supervisor;
- Ability to understand and execute verbal and written instructions.
- Knowledge in properly handling hazardous chemicals and materials.
- Knowledge and experience in proper cleaning techniques;
- Knowledge and skill in presenting trainings, maintaining supplies and equipment and overseeing custodial activities;
- Knowledge of occupational hazards and standard safety practices;
- Knowledge of pertinent federal, state, and local laws, codes, and regulations; principles and procedures of record keeping;

- Ability to think critically and problem solve;
- Ability to resolve conflict;
- Customer service principles and practices.
- Knowledge of office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Physical Requirements:

- Lifting 0 to 50 pounds.....Frequently
- Lifting greater than fifty (50) poundsSeldom
- Standing.....Frequently
- Walking.....Frequently
- Bending.....Frequently
- Squatting.....Frequently
- ClimbingFrequently
- KneelingFrequently

Environmental Factors:

- May be exposed to hazardous chemicals and materials.
- Work in dirty/dusty conditions.....Frequently
- Work in noisy conditions.....Occasionally
- Work around fumes and odors.....Frequently
- Work in wet and humid environments.....Occasionally
- Work in poorly lit areas.....Occasionally
- Work on elevated heights.....Occasionally

APPLICATION PROCEDURE: Candidates must submit 1) a letter on interest, and 2) University employment application.

References will be contacted in conjunction with interviews. Submit materials to:

**New Mexico Highlands University
Human Resources
Custodial Supervisor/Housing Search
Box 9000
Las Vegas, NM 87701**

Email applications will be accepted: Jobs@nmhu.edu

NEW MEXICO HIGHLANDS UNIVERSITY IS AN EEO EMPLOYER
For disable access or services, call (505) 454-3242 or TDD# (505) 454-3003. EOE.