



## JOB DESCRIPTION

<b>JOB TITLE:</b> Custodial Foreperson	<b>FLSA:</b> Non-Exempt
<b>Department:</b> Facilities	<b>Revised Date:</b> 5/19/2015
<b>Security Sensitive:</b> Yes	<b>Grade:</b> B-21
<b>Reports To:</b> Director of Facilities	

### **Job Summary**

Under the direct supervision of the Director of Facilities, the Custodial Foreperson functions as a working supervisor and oversees the College's maintenance and custodial services.

### **Essential Functions**

- Coordinates and schedules custodial crews to perform routine repairs and monitor cleanliness of buildings;
- Supervises, trains and evaluates assigned staff;
- Estimates and purchases tools, equipment and supplies as necessary;
- Maintains paperwork and computer related work for the operation of the custodial team (including time-sheets, purchase requisitions, work orders, gas receipts)
- Must be on-call and be able to be contacted in case of emergency by home telephone, pager, and/or cell phone;
- Develops and initiates plans to support safe working conditions for assigned staff;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

### **Minimum Education, Skills and Abilities**

- High School diploma or GED and four years experience in a maintenance environment including one year supervisory experience;
- Requires regular, reliable and predictable work attendance;
- Ability to operate custodial and maintenance equipment;
- Knowledge and ability to repair plumbing, electrical and air conditioning equipment;
- Good knowledge of proper chemical storage, use and inventory;
- Effective communication skills both orally and in writing;
- Effective organizational and planning skills;
- Bi-lingual ability preferred;
- Skill in use of maintenance tools and materials.

**Work Environment**

- Climate controlled work area as well as outside conditions;
- Exposure to chemical cleaners, and pesticides;
- Ability to climb stairs, ladders and scaffolds, bend, stoop, push, pull, reach, kneel and the ability to perform physical activities including lifting up to 50 pounds;
- Ability to stand or walk for long periods of time;
- Must utilize safety equipment at all times.

**Special Requirements**

- Must have a current Texas driver’s license to operate College vehicles;
- Ability to work evenings, weekends and holidays as necessary;
- Must be computer literate and have a demonstrated knowledge of Computerized Maintenance Management Systems, Microsoft Office and supporting software.
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied?\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date