

Position Description - Unclassified

Position Status:

Position Title		Position Number
Night Custodial Supervisor		E99351
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	Department / Division
12 months	July – June	Facilities Services
Position Type		FLSA
Full time, Unclassified		Exempt
Reports to		Reports to Position Number
Assistant VP of Safety and Operations		
Incumbent		University ID #

Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>Facilities Services is a service-oriented organization charged with the responsibility of maintenance and operation of the building and grounds allocated to Western Oregon University. Facilities Services operates within the property belonging to Western Oregon University. Geographic responsibilities include 157 acres and more than 60 buildings and facilities comprising over 1.3 million square feet of structures. In addition to the Monmouth campus, this department provides services for 525 Trade Street in Salem, Oregon. The department works to provide a safe, clean, comfortable environment for students, faculty, and staff to live, learn, and work. We embrace diversity, equity, and inclusion and strive to ensure that we treat everyone with respect and dignity.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>This position's primary purpose is supervision of all-night shift custodial employees on a day-to-day basis. The supervisor provides oversight of custodial operations, management of staff, and communication with AVP of Safety and Operations. This supervisor is responsible for assigning work, including but not limited to, division of duties/buildings/areas to be cleaned, and assignment of overtime and training. The supervisor will cover employee shifts during periods of absence or illness.</p> <p>Selects proper equipment and supplies and trains staff on the use.</p>

Position Information and Qualifications:

<p>A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised</p>	
Percent of	Duties

65%	Leadership and Human Resource Management: Supervises classified staff and acts as the primary decision maker for staff assigned to night shift. Provides shift supervision; assigns work and details; inspects work; responds to staff questions; resolves personnel issues; maintains workload distribution; develops procedures necessary to complete work; evaluates employees; develops training plans; coaches employees; acts as new employee trainer; provides department orientation. Assists with the resolution of personnel issues and utilizes progressive discipline if necessary. Follow up on any complaints and ensure corrective action is taken. Assess the training needs of staff and provide annual training including but not limited to, ladder safety, hazardous materials, PPE, and Bloodborne Pathogens.
25%	Performs duties of a Custodian such as cleaning, disinfecting, replenishing supplies, garbage removal, etc.
5%	Manages equipment and supplies. Communicates with Buyer 3 to purchase items needed while being fiscally conservative.
5%	Other duties as assigned.

B. Required Qualifications

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

- High School Diploma or equivalent
- Valid Driver's License
- 5 years' experience in university or commercial custodial work (large agency, hospital, hotel, etc.)
- 2 years of supervisory experience
- Excellent communication skills

C. Preferred Qualifications

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

- Bachelor's degree
- Progressive supervisory experience (5+ years)
- Experience in a university setting

D. Knowledge Areas

List the major areas of knowledge that are required to perform the duties of this position.

Must be able to read, understand and follow university policies and staff handbooks; State of Oregon health codes; machine operations manuals; applications instructions/manuals for cleaning solutions; Material Safety Data Sheets (MSDS), building policies; cleaning and sanitation procedures and directions.

Budget Authority:

Indicate the level of the position’s responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

x	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	0
x	Delegated authority to monitor budget	0
x	Limited approval authority for purchase	0
x	Purchase only with higher level approval	0

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.

	Hire	x	Assign Work
	Transfer		Recommend salary adjustments
	Discipline	x	Approve requests (i.e. leave)
	Dismiss	x	Respond to complaints/grievances
	Layoff	x	Conduct performance assessments
	Promote	x	Give Direction

Positions Supervised:

Type	# of Employees	Total FTE
Classified staff	9	9
Student Employees (average per term)	4	

Decision Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

Evaluate new programs and new strategies based on best practices for a cleaner, healthier environment. Evaluate current programs, develop future programs.

Additional Information:

List any additional information that would help describe the nature of the position.
<p>Walking and climbing stairs and prolonged standing. Physical labor including lifting, bending, stooping, reaching, climbing ladders, and manipulating custodial tools and instruments with repetition. Must be able to work around chemicals used for cleaning, odors, noise, and heavy cleaning equipment. Exposure to blood borne pathogens, bodily fluids, etc. Will periodically work in rain, snow and high heat conditions during inclement weather and university events. Work in environmental stresses, emergency situations and be able to meet deadlines. Must work on wet floors, around dust, fumes, and odors, handling chemicals and cleaning agents. Must be able to lift 75 pounds.</p> <p>Must have the ability and be willing to wear safety equipment as needed which includes chemical protection, goggles, safety glasses, face shields, respirators, dust mask, ear plugs, earmuffs, back support braces for lifting, wrist supports, gloves, protective clothing, rain gear and protective footwear.</p> <p>Shift is 9pm-5:30am Sunday-Thursday.</p>

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

HR USE ONLY:

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		