

Mesa State College
ANNOUNCEMENT OF POSITION VACANCY
Environmental and Custodial Services Manager

RESPONSIBILITIES: The Environmental and Custodial Services Manager reports to the Director of Facilities Services, and directs the daily operations of the custodial services department and campus environmental compliance activities to ensure a healthy, safe, clean, orderly and attractive campus, consistent with the educational role and mission of Mesa State College.

Plan and direct the daily operations of two custodial units (one day crew and one night crew) to include:

- Authorize and monitor the expenditure of funds and the use of resources;
- Develop and implement new employee and in-service training programs to ensure continued staff development;
- Develop safety and training programs and processes to ensure compliance with departmental, state and federal rules and regulations;
- Establish work schedules, assign work orders and set standards for completing work;
- Assign work to subordinate supervisors via the College work order management system and ensure subordinate supervisors are tracking employee productivity through said work order system;
- Provide documentation to support recommended corrective and disciplinary actions;
- Develop space inventories using the APPA 33 space categories for all campus buildings to bring about increased operational efficiencies and to recommend appropriate staffing levels;
- Update the custodial standard operating procedures manual in response to changes initiated within the department;
- Update custodial equipment inventories;
- Create and update a preventative maintenance and replacement plan to reduce equipment abuse and down time;
- Establish cleaning frequency (daily, monthly, annually) schedule for all campus buildings and determine the appropriate amount of time spent on each task within a building;
- Establish orientation and training schedules;
- Develop and implement team building exercises;
- Establish a custodial training program to ensure all employees are trained in a uniform manner and to like standards;
- Stay abreast of changes in technology and techniques, and maintain expertise on new and improved cleaning instruments and methods;
- Plan and conduct testing of new products, equipment, processes, procedures, and methods for use in custodial operations;
- Conduct special studies, maintain records, and prepare reports for department use;
- Provide customer service support for faculty and staff to ensure adequate custodial service.

Directly supervise two subordinate custodial supervisors who, in turn, supervise approximately 35 employees. Supervisory responsibilities include interviewing, recommending hires, training employees, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

Establish, coordinate and promote campus recycling programs and operations to include:

- Project planning, implementation, training, monitoring and modification to ensure responsiveness to common problems, concerns and new legislation that may affect campus recycling efforts;
- Attend meetings, including, but not limited to, MSC Sustainability Group, and conferences, and participate in continuing education programs to stay informed of new legislation or trends in waste management and recycling that may impact the College;

- Generate and increase awareness of and promote campus recycling efforts and programs;
- Maintain records and prepare reports;
- Communicate the program activities and milestones to the campus community, organizations and groups;
- Coordinate campus recycling programs and activities with local recycling companies.

Coordinate campus environmental compliance activities by coordinating the disposal of solid and hazardous waste streams, adhering to Colorado rules, laws, and regulations for a Conditionally Exempt Small Quantity Generator;

Coordinate campus pest management activities to include:

- Supervising the activities of outside companies providing pest management services to the College;
- Monitor control operations and evaluate the overall effectiveness of efforts to reduce pest populations on campus.

Provide input to Director of Facilities Services and assist with department budget by providing recommendations and by monitoring departmental expenses.

EDUCATION & EXPERIENCE: Bachelors degree in physical or life sciences, business, public administration or related field from an accredited four-year college or university with significant supervisory experience or the ability to demonstrate an equivalent combination of education, certification, and/or experience. Must have a working knowledge of custodial equipment and the safe use and application of cleaning chemicals. Demonstrated proficiency in the use of Microsoft Word, Microsoft Excel and a work order system software, such as School Dude, also required.

TYPE OF APPOINTMENT: Full-time, administrative appointment.

SALARY: \$52,000 - \$60,000/year, commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, apply by January 25, 2010.

APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements and responsibilities of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), voluntary affirmative action form (available at <http://www.mesastate.edu/hr/documents/Form-Affirmativeaction.pdf>) and the names, phone numbers and e-mail addresses of three professional references to:

Environmental & Custodial Services Manager Search Committee
 Human Resources, LHH 237
 Mesa State College
 1100 North Avenue
 Grand Junction, Colorado 81501-3122
 Phone: 970 248-1820

Mesa State College is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Mesa State College is an Affirmative Action/Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body.

