



ANNOUNCEMENT OF POSITION VACANCY Assistant Manager – Auxiliary Custodial Services

SUMMARY: Reporting to the Environmental and Custodial Services Manager, the Assistant Manager of Auxiliary Custodial Services directs the daily operations of assigned crew to ensure a clean, orderly and attractive campus consistent with the educational role and mission of Colorado Mesa University. Personnel reporting to this assistant manager are assigned to the Housing Department, the University Center and the Maverick Center, and includes auxiliary custodian I's and II's, utility workers, auxiliary services laborers, student custodians, student lead custodians and students who are on disciplinary referral from the housing department.

Some **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Responsible for planning and directing the daily operations of designated custodial unit:
 - Directly supervises two subordinate team leaders who in turn supervise approximately 35 regular full-time employees and 90 student employees. Responsibilities include interviewing, recommending hires, training employees, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.
 - Implements new employee and in-service training programs to ensure continued staff development
 - Implements safety and training programs and processes to ensure compliance with departmental, state and federal rules and regulations
 - Establishes work schedules, assigns work orders and sets standards for completing work
 - Assigns work to subordinate staff members via the university's work order management system and ensures subordinate staff members are tracking employee productivity through said work order system
 - Provides documentation to support recommended corrective and disciplinary actions
 - Updates custodial equipment inventories
 - Establishes orientation and training schedules
 - Implements a custodial training program to ensure all employees are trained in a uniform manner and to like standards
 - Stays abreast of changes in technology and techniques and maintains expertise on new and improved cleaning instruments and methods
 - Plans and conducts testing of new products, equipment, processes, procedures, and methods used in custodial operations
 - Orders custodial supplies and chemicals using the "just in time" delivery program
 - Conducts special studies, maintains a variety of records, and prepares reports for departmental use
 - Provides customer service support for faculty and staff to ensure adequate custodial service
 - Develops and implements team building exercises
- Provides input to supervisor and helps prepare department budget by providing recommendations and by monitoring departmental expenses. Submits and justifies requests that are in excess of current budget to supervisor for review and approval.
- Other related duties as assigned

REQUIRED QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily within a service driven environment comprised of many different constituents. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree from an accredited four-year college or university and two years of supervisory experience Two years of supervisory experience plus four years' experience in facilities maintenance, operations or cleaning in an educational, commercial or institutional organization may substitute for bachelor's degree.
- Demonstrated ability to supervise student and regular employees.
- 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
- Demonstrated attributes of a life-long learner which could include the regular readings in field of business management and economics
- Must possess and maintain valid Colorado driver's license.
- **LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures and governmental regulations. Ability to write reports, business correspondence and procedure manuals. Must be able to effectively present information and respond to questions from groups of managers, faculty, staff, students, external customers and the general public.
- **MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- **REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

- **WORK ENVIRONMENT:** The characteristics of the work environment described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

TYPE OF APPOINTMENT: Full-time administrative appointment.

SALARY: \$37,000 - \$43,000, commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by January 23, 2017.

APPLICATION:

Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, at least one of whom is a current or previous supervisor, and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Email to: CMUJobs@coloradomesa.edu. *Please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.*

Or mail to:

Assistant Manager – Auxiliary Custodial Services Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Colorado Mesa University 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. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.

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