



Job/Position Description

Custodial Supervisor / Events Coordinator

ADMINISTRATIVE INFORMATION

JOB TITLE: Custodial Supervisor and Events Coordinator

JOB'S OPERATING GROUP: Operations

OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES: To provide comprehensive and responsive, financial, and operational support to all facets of the institution in a constructive and progressive manner that promotes attainment of the university's mission and goals.

JOB'S DEPARTMENT: Plant Operations

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: Plant Operations is responsible for maintaining and enhancing the appearance and functionality of all of the campus buildings and grounds in order to create a positive impression of our facilities among our students, faculty, staff, alumni, potential students and parents, donors, and members of our outside communities. Plant Operations is also responsible for assisting and overseeing the design and construction of new building projects and renovations.

JOB'S DIRECT SUPERVISOR: Director of Plant Operations

JOB'S EMPLOYMENT STATUS: Full-time staff, exempt/salary, at-will employee.

JOB'S SALARY OR SALARY RANGE AND BENEFITS: salary to be determined at hiring based on the person's qualifications and experience. Please submit your desired salary with your application and supporting documents. Benefits are available for full-time employees.

JOB INFORMATION

JOB SUMMARY: The job of **Custodial Supervisor/Events Coordinator** was established for the purpose of directing of custodial services in order to promote efficient practices that result in clean and attractive facilities. Supervises maintenance staff (in Director/Associate Director absence), custodial staff, grounds staff (in Director/Associate Director absence), and personnel from outside agencies hired for tasks on campus. Assigns, reviews, and participates in the work of staff responsible for the overall cleanliness of the campus, equipment, machinery, and related facilities; ensures work quality and adherence to established policies and procedures.

JOB WORKS WITH: Members of the Plant Operations staff, building managers, building occupants, and the KWU community as a whole, as well as the Salina community.

JOB'S STAFF AUTHORITY: Supervisor

JOB'S BUDGET AUTHORITY: None

JOB'S PHYSICAL WORKING CONDITIONS: Indoor temperature-controlled environment as well as outside environment. Physical activities consist of standing, walking, listening, speaking, keyboarding, reading plans and blueprints, and other similar physical motions and activities which are a usual part of the job. Some lifting may be required.

JOB'S UNUSUAL HAZARDS OR WORKING CONDITIONS: May work with toxic chemicals and occasionally works at heights above 6 feet using ladders and scaffolding. May work with power equipment and vehicles.

JOB'S EQUIPMENT: Vehicles, loaders, mowers, mechanical tools, computers, etc.

JOB'S WORK SCHEDULE: This position is expected to work a normal 8-5 workday, as well as work weekends and nights as university needs and priorities dictate.

JOB'S TRAVEL REQUIREMENTS: Minimal. Usually related to trips within the city limits for meetings, materials pick up, and other similar activities. Some out-of-town travel is required, usually in connection with gathering project information and insight, as well as professional development.

JOB RESPONSIBILITIES/RESULTS

JOB'S ESSENTIAL DUTIES (70%): Custodial Supervisor

1. Supervises the day-to-day custodial services and event operations at an assigned campus or related facilities, to include some nights and weekends throughout the year.
2. Supervisor will supervise the work of custodial staff to ensure a clean and safe environment for students and staff and compliance with applicable University policies, standards and regulatory.
3. Hires, trains, environment for disciplines and recommends dismissal of staff as necessary.
4. Identifies employee resources and expertise and utilizes employee experiences and skills to plan, schedule, assign and perform maintenance, custodial and other activities.
5. Conducts ongoing training and inspections.
6. Maintains an accurate record of attendance and ensures that employee time sheets are properly filled out prior to submission to payroll.
7. Utilizes computerized maintenance system for data recording, communication, tracking work orders.
8. Ensures that services requests are completed in an appropriate and timely manner and closed or referred according to department procedures.
9. Designated as "essential" personnel and responds to calls at all hours. Responsible for assessing, reporting, and advising Director of Plant Operations regarding the operational status of the campus during emergencies and extreme weather events. Removes snow, de-ices, and clears walkways and steps for safety and protection of university facilities.
10. **PERFORM OTHER APPROPRIATE AND REASONABLY REQUESTED DUTIES AS ASSIGNED BY THE POSITION'S SUPERVISOR.**

JOB'S OTHER DUTIES (30%): Events Coordinator

1. Work with campus leadership to coordinate essential support at special events, athletic activities, banquets, department moves or changes, and/or other applicable events that effect the assigned staffing.

JOB QUALIFICATIONS

EDUCATION AND EXPERIENCE:

- **MINIMUM REQUIRED:**
 - Minimum of high school diploma or GED required.
 - Two years in a supervisory capacity in maintenance and custodial or a related field, or an equivalent combination of education and experience.
 - Demonstrated ability to work as part of a team.
- **PREFERRED:** None

CERTIFICATIONS AND LICENSES:

- **MINIMUM REQUIRED:** Valid Driver's License
- **PREFERRED:** None

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:

- Demonstrable ability to understand and support the mission of the university, and to understand and serve the needs of our students.
- Demonstrated ability to establish and maintain effective working relationships with diverse constituencies.
- Demonstrable ability to work within a fast-paced environment, and be able to organize, track, and follow through on multiple commitments and requirements at the same time.
- Possess communication skills which allow for professional and effective oral and written communications.
- Possess a high level of honesty and integrity.
- Possess a strong work ethic and commitment to doing things the right way the first time.
- Demonstrated ability to motivate, develop and provide direction to people as they work.

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.