BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Director of Custodial Operations

DEPARTMENT: Physical Plant

FUNCTION: Manages all of the College’s custodial services, functions and projects. Establishes quality specifications for custodial activities and ensures work performed meets or exceeds requirements. Oversees departmental materials and manages their inventory and consumption; inspects and arranges maintenance for equipment. Assists in the college’s compliance with OSHA standards, rules and regulations, assuring the workplace and overall environment are free from serious recognized hazards.

REPORTS TO: Acting Managing Director, Physical Plant

SUPERVISES: Supervisors of Custodial Services; Head Working Custodians, Custodians, and Senior Custodians

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Manages all of the College’s custodial services, functions and projects.
2. Establishes quality specifications for custodial activities and ensures work performed meets or exceeds requirements.
3. Assists in the College’s compliance with OSHA standards, rules and regulations, assuring the workplace and overall environment are free from serious recognized hazards.
4. Identifies needs and develops goals for custodial programs; assigns performance objectives to staff to implement plans.
5. Oversees departmental materials and manages their inventory and consumption; inspects and arranges maintenance for equipment.
6. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.
7. Prepares, track, monitors, and adheres to an annual budget.
8. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
9. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
10. Performs additional tasks or duties as assigned by the Acting Managing Director, Physical Plant or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:
- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: High School Diploma or the equivalent required; Associate’s Degree would be a plus.

Experience: Minimum of 10 years related experience with at least 5 years as a supervisor or manager in an educational, hospital or similar facility required and:
- Have a valid New Jersey driver’s license
- Be able to work any shift any day of the week
- Be able to lift up to 75 lbs.
- Be able to bend and kneel
- Be able to climb stairs and ladders, use hand tools, work in hot and cold temperatures, wear protective equipment including eye glasses, gloves, hard hat, and coveralls
- Be able to see small objects, work alone, and twist objects (including but not limited to brooms and brushes)
- Read, write and speak English and understand material data sheets.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: ___________________________ Date: _____________
Name/Title

Approved by: ___________________________ Date: _____________
Name/Title
THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE