

Facilities Job Function

Custodial Services Job Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58E	Custodial Manager I	<p>Bachelor's degree or equivalent</p> <p>10+ years of custodial experience</p> <p>5+ years of supervisory experience required</p> <p>Additional Language skills preferred</p>	<ul style="list-style-type: none"> • Responsible for the overall custodial operations management • Develops and administers annual operating budget and business plans • Negotiates and manages contract agreements with vendors for materials and supplies • Prepares detailed projection reports • Develops training programs • Develops customer reports that reflect the effectiveness of cleaning programs 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the custodial operations function for a large area</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of his/her responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

NOTE:

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion