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Developed by:..... TEP
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Approved by:.....RHL, LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Facilities Services/Custodial Services
DIVISION: Administration & Finance (Facilities Services)
REPORTS TO: Director, Facilities Services
GRADE: 15
SUPERVISES: Custodial staff and supervisory personnel

BASIC FUNCTION:

Manage the custodial services program throughout the academic, athletic, and administrative buildings at the University of Rhode Island.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage custodial and environmental services to all academic, athletic and administrative buildings.

Plan and organize the activities necessary to effectively operate the department, including the determination of staffing needs, budgetary requirements and estimates.

Manage and evaluate four Building Supervisors and the staff engaged in custodial activities.

Develop and apply technical procedures, standards, and instructions which create and preserve a clean, safe and sanitary environment.

Review the application and effectiveness of standards and instructions concerning corrective measures and cleaning procedures.

Ascertain effectiveness of new products, equipment and techniques by attending professional seminars and by consulting with industry suppliers, with the University's Purchasing Department and with Custodial Services' employees.

Develop formal and on-the-job training programs to acquaint personnel with custodial and sanitary activities, standards and practices, to improve the professional knowledge and skills of incumbents, and to increase the leadership skills of the supervisory staff.

Organize and implement facilities set-ups for special events and ceremonies, including Commencement.

Collaborate with the University's Recycling Coordinator to assure compliance with State regulations. Ascertain effectiveness of programs and recommend needed adjustments.

Administer discipline as necessary, in compliance with the bargaining unit contract, and represent the department at labor management meetings.

Manage the Emergency Response Clean-Ups, campus wide, for all activities man-made or natural disaster, on the Kingston Campus, for those facilities that are under the control of Custodial Services. Provide technical advice on this issue to other Departments and Campuses not serviced by Custodial Services.

Administer the Integrated Pest Management (IPM) program for the University for all Campuses and departments. Costs for these other agencies (other than those under the control of Custodial Services) will be borne by that agency.

Provide a cleaning crew for the President's House on a schedule coordinated through the President's Office and for services determined by the President or his spouse.

OTHER DUTIES AND RESPONSIBILITIES:

Attend job-related conferences, educational and training seminars as required. Participate in related facilities' professional associations such as APPA, IEHA, and ISSA.

Project, monitor and evaluate the department's budget.

Assist in establishing guidelines and policies.

Organize snow removal for buildings.

Manage the equipment inventory.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers; spreadsheet, word processing presentation software; Valid driver's license.

ENVIRONMENTAL CONDITIONS:

This position is subject to both inside and outside work and extreme cold and hot temperatures can be encountered in this position. The potential exists where noise, vibration, hazards, atmospheric conditions, oils and wearing a respirator might also be encountered.

This position requires 24-hour call back in cases of emergency, and supervisory presence, when required, on all shifts. This position involves traveling throughout the University and could on occasion require bending, reaching, ascending and descending ladders and stairs, stooping, kneeling, crouching, crawling, standing, walking, pushing, pulling, lifting, feeling, talking, and hearing.

QUALIFICATIONS:

REQUIRED: Bachelor's degree with specialization in Business Management, Facilities Management or related field; Minimum of three years of supervisory experience in a public agency or in private industry in a position involving professional custodial work; Demonstrated thorough knowledge of the methods, materials and equipment used in institutional housekeeping; Demonstrated administrative and management skills; Demonstrated record-keeping and computer skills; Demonstrated ability to apply special training in sanitation and custodial services; Demonstrated ability to establish the supportive functions needed to maintain the custodial programs of a large institution; Demonstrated knowledge and understanding of labor relations and union contract administration, and of materials recycling programs; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others; Demonstrated ability to prepare and present detailed studies and reports, including recommendations concerning the substance of the studies and reports; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations. Must be available for 24-hour call back in cases of emergency. Must have and maintain a valid driver's license.

PREFERRED: Demonstrated management experience in a union environment.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.