



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 9/12/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Associate Director, Facilities and Operations, Custodial Services
Status: 35 hours/week, Full-time (May involve weekend work as required)
Grade: 14
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Director of Facilities and Operations

PRIMARY PURPOSE:

Manage the custodial services functions for the college. Responsible for developing standards, procedures, work methods, and schedules, regarding a comprehensive campus cleaning program and assist with supporting the recycling program. Track all related projects, contract services, and procurements to ensure compliance with requirements including off-hours projects.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Manage and evaluate the work of the custodial personnel engaged in carrying out a comprehensive campus cleaning program in coordination with the Assistant Director of Off Hours.
- Ensure that the preparation of Proposals and Bid Documents are in accordance with College and State Purchasing Policy and Procedures.
- Develop and apply technical procedures, standards, and instructions which create and preserve a clean, safe, and sanitary environment.
- Manage and track all related projects, contract services, and procurements to ensure compliance with requirements.
- Ensure that all billing is in accordance with contract documents and properly justified and monitor project progress.
- Ensure all payments are complete and timely in accordance with College Policy and Procedures as well as the administration of related projects to ensure adherence to all contracts requirements.
- Develop standards, procedures, work methods, and schedules; prepare reports and correspondence regarding matters of campus cleanliness.
- Oversee the securing of all windows, doors, and the turning off of lights nightly. Coordinate with Campus Police door/lock access.
- Prepare cleaning schedules for the shift and review and recommend cleaning schedule change and schedule all overtime requirements for custodial services in coordination with the Assistant Director of Off Hours.
- Develop, conduct, and document daily custodial inspection programs.
- Order and maintain supplies and inventory of custodial materials.
- Develop formal and on the job training programs for custodial staff.
- Review time sheets, payrolls, and employee attendance for human resources, and conduct the

necessary performance evaluations for those directly supervised.

- Collaborate with the college's sustainability coordinator for the coordination and implementation of a trash, sustainability, and recycling program.
- Ensure compliance with SDS (Safety Data Sheet) files related to custodial services.
- Ascertain effectiveness of new products, equipment, and techniques by attending professional seminars and by consulting with industry suppliers, and with custodial services' employees.

Occasional Job Functions:

- Perform other duties and responsibilities as assigned by the Director of Facilities and Operations.
- May be involved, as necessary, in the management of snow emergency/removal.
- Manage and evaluate all off-hour operation functions and activities (i.e., building cleanliness, work order completion, contractors, etc.).
- May involve weekend work as required.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree.

Experience:

Minimum of eight years of successful supervisory and managerial experience.

License(s):

Valid driver's license.

Skills, Knowledge, and Abilities:

- Thorough knowledge of the principles, practices, and techniques of custodial procedures including safety principles which are required to maintain cleanliness.
- Ability to establish and maintain good working relationships with superiors, subordinates and the general campus community.
- Good written and verbal communication skills.
- Technological skills with facilities-related software and computers.
- Ability to physically negotiate the campus buildings under all environmental conditions.
- Prior experience working in a unionized setting.
- Competency in related technology.

PREFERRED:

- Supervisory experience in a unionized setting.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

May be exposed to the following: any number of chemicals in the form of liquids or vapor, i.e. cleaning

supplies; adverse weather conditions such as rain, snow, extreme heat, or cold; unsanitary conditions such as dirt, refuse, etc. Position requires 24-hour callback in cases of emergency.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.