



JOB DESCRIPTION- CUSTODIAL SERVICES MANAGER

General Description/Primary Purpose:

Provide oversight and direction to the custodial staff to ensure the best possible level of cleanliness and care for all campus buildings, including: work schedules, building assignments, training, assessment of need, monitoring work quality, ordering inventory, and distributing custodial supplies.

Classification: Full-Time, Exempt Staff

Salary: Commensurate with Qualifications and Experience, Plus Fringe Benefits

Appointment: 12-Month Appointment

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement. Located in the heart of the Chickasaw Nation, Murray State College's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

Description of Duties:

1. Responsible for the oversight of all custodial services, including supervision, training, and inventory of both the Tishomingo and Ardmore campuses.
2. Monitor the quality of custodial services on a daily basis, making both oral and written comments as appropriate.
3. Assist with scheduling, reviewing, assigning, and performing daily event setup/teardown needs.
4. Monitor and assign custodial work orders.
5. Monitor and assign personnel for after hours or weekend needs.
6. Monitor and train custodial staff on the appropriate use of PPE.
7. Maintain accurate SDS records pertaining to the department.
8. Assist with scheduling and assigning of Motor pool vehicles.
9. Availability to work hours other than 7:00am to 4:00pm when necessary.
10. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.
11. Maintain NIMS training as required, including the IS-700.a and IS-100.HE tests
12. Performs other related duties and responsibilities as assigned.
13. May be subject to call at all times for off-hour emergencies.

Required Knowledge, Skills, and Abilities:

Individuals must possess the knowledge, skills, and abilities listed below or be able to explain and demonstrate performance of the essential job function, with or without reasonable accommodation, by using some other combination of skills and abilities.

- Ability to effectively plan and facilitate a wide range of custodial maintenance and services.
- Must possess demonstrated ability to analyze comprehensive custodial needs and have initiative to perform duties without constant supervision.
- Ability to provide leadership to custodial personnel by initiating and sharing work assignments.
- Knowledge of custodial standards and needs for an institution of higher education.
- Knowledge of floor care procedures.
- Possess demonstrated ability to establish and maintain effective working relationships among employees.
- Willing to work with, and set a good example for, other custodial personnel.
- Recognize the responsibility of this position for the total physical college operations.
- Ability to establish priorities and reorder those priorities as required by the recognition of problems needing immediate attention.
- Recognize that constant surveillance of campus facilities and constant monitoring of all activities by custodial personnel is imperative to a successful operation.
- Show initiative and concern for the quality of work done by all custodial personnel.
- Recognize that the custodial maintenance of our campus facilities is essential to our overall public image, not only to the students and employees at our institution, but also to guests on our campus who form first and lasting impressions of our institution by the appearance of our grounds and buildings.
- Have an appreciation for the comprehensive, two-year college philosophy and recognize that we are all here to serve students.
- Ability to maintain an attitude of service toward students, coworkers, and others.
- Willing to work with, and set a good example for, other custodial staff and student workers.

Supervisory Responsibilities:

1. Directly supervise all custodial staff.
2. Carry out supervisory responsibilities in accordance with the college's policies and applicable laws.
3. Supervisory responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Other Ergonomic Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. All individuals are required to be able to perform these movements without a significant risk of injury, or to otherwise demonstrate or explain how they can perform the essential functions listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or up to 100 pounds. During routine cleaning, the employee must regularly reach, bend, lift, stoop, crouch, scoot, work on the floor, and climb or balance. The employees are regularly required to use hands to handle or feel objects, tools, or controls. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Hours:

Monday through Friday, 7:00 a.m. 4:00 p.m. (40 hour workweek). Occasionally, it may be necessary to deviate from the normal seven to four work schedule. Must be willing to work hours other than 7:00 a.m. to 4:00 p.m., as necessary.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works near moving mechanical parts and cleaning chemicals. They are occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Qualifications Standards:

1. **Minimum Education:** High school diploma or equivalent.
2. **Minimum Experience:** Three years of custodial experience. One year of experience in custodial management is preferred.
3. **Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check

Application Process:

1. Letter of application.
2. Resume.
3. Unofficial college transcript(s). NOTE: Official college transcript(s) required upon employment.
4. Completed MSC employment application.
5. Submit a Background Check Consent Form

Submit Application to:

Human Resource Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, Oklahoma 73460
MSCemployment@mscok.edu

Application Deadline:

Position will be filled when an acceptable candidate is identified.

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.