

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## De Anza College Manager, Custodial Operations (Grave Shift)

Job #07-150

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for the management position of **Manager, Custodial Operations-Grave Shift, De Anza College**.

### DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Reporting to the Director, College Services, manage, plan, organize, and supervise the day-to-day cleaning and care of the campus buildings and related facilities. Participate in the cleaning of campus facilities. Instruct staff in the proper and safe use of materials and equipment. Inspect buildings to determine if proper custodial methods are being followed and standards are maintained. Maintain material safety data sheets (MSDS) and ensure that custodial procedures and practices are in compliance with District, state, county and federal, hazardous material rules and regulations. Research cost and quality of custodial supplies. Requisition custodial supplies and equipment. Prepare cost estimates for budget recommendations. Submit justifications for needed custodial equipment and materials. Submit budget estimates for custodial department to supervisors. Confer with supervisor and college administrators regarding care and cleaning problems and needs. Coordinate and oversee event set-ups and small moves. Maintain the barn storage area which includes an inventory of tables and chairs for events. Recommend and assist in the implementation of goals and objectives. Establish schedules and methods for building maintenance. Implement policies and procedures. Prepare work schedules, and make relief assignments. Inspect equipment, and verify work progress and completion of work for accuracy. Ensure proper work methods, techniques, and compliance with applicable standards and specifications. Inspect buildings with respect to health and safety standards and prepare inspection reports. Responsible for selecting, training, motivating, and evaluating staff. Participate in monitoring employee performance objectives. Prepare employee performance reviews. Provide or coordinate staff training. Purchase supplies, materials and equipment. Participate in budget preparation and administration. Monitor and control expenditures. Maintain records of projects, activities, and materials used. Supervise the maintenance of time, material, and equipment. Prepare instructional bulletins, correspondence, and reports. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education. Encourage cultural and ethnic diversity in staffing, curriculum, programs, and services. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to staff. Maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

### MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to an Associate's degree.
3. Five years of experience in custodial work, including two years in an increasingly responsible management or supervisory capacity.
4. Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

### PREFERRED QUALIFICATIONS:

1. Bachelor's degree.

### Successful candidates will demonstrate the following:

2. Knowledge of the modern custodial methods, materials and equipment used in institutional setting.
3. Knowledge of the principles of supervision, training, and performance evaluation.
4. Knowledge of the quality and use of cleaning supplies and equipment.
5. Knowledge of safety rules and regulations applicable to the operation of equipment and performance of custodial duties.
6. Knowledge of hazardous materials waste management.
7. Knowledge of modern office practices, methods, and computer equipment.
8. Knowledge of the principles and procedures for record keeping and reporting.
9. Knowledge of the principles of budget preparation and control.
10. Knowledge of safe driving principles and practices.
11. Ability to outline work assignments and organize programs to ensure assignments completed.
12. Ability to work with, train, instruct, supervise, and evaluate the custodial staff.
13. Ability to exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations.
14. Ability to communicate clearly and concisely, both orally and in writing.
15. Ability to maintain working relationships with those contacted in the course of work.

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**APPLICATION PACKET:**

1. A District application to be completed at [www.fhdajobs.net](http://www.fhdajobs.net) (a paper application is available by visiting [www.fhda.edu](http://www.fhda.edu) or by contacting Employment Services).
2. A cover letter detailing your qualifications, skills and abilities as they relate to the position.
3. A current resume of all work experience, formal education and training.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

**Hiring Range:** \$73,998-\$77,698

Annual salary plus benefits; actual placement is non-negotiable and is based on applicant's verified education and experience.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits>

**TERMS OF EMPLOYMENT:** Full-time, Permanent, Grave-Shift, 12 months per year.

**STARTING DATE:** July 2, 2007

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:  
Employment Services  
Foothill-De Anza Community College District  
12345 El Monte Road  
Los Altos Hills, California 94022  
(650) 949-6217  
Email: [employment@fhda.edu](mailto:employment@fhda.edu)  
<http://www.fhda.edu>