

Request to Fill Classified Positions

This form can be used to track the request process for filling vacant positions, and/or requesting new positions or increases in current positions. This form is not to be used for reclassification requests or reorganizations. Complete the sections immediately below, attach any documentation and forward the packet according to the listed steps. Each person in the chain will initial and date the document, and forward it as appropriate. If the request is denied at steps 1, 2 or 4, the individual or group denying the request will inform the requesting party. Steps 3 and 5 are recommendatory only.

Note: Temporary (District or agency) employment in the requested area is limited to a maximum of 60 days. This limit is designed to encourage prompt review of the vacancy. (Education Code Sec. 88003)

1. This position is a

	<input type="checkbox"/> Replacement (No Changes)	<input type="checkbox"/> Replacement with requested changes *	<input type="checkbox"/> New Position (not a replacement)
Department:	Facilities		
Position Title:	Custodial & Evening Site Supervisor	New job Description	
Last Incumbent or "New":	Jose Velasquez		
Date of vacancy or Date of Board approval of new position:	August 22, 2014		
Salary Range:	\$3,769-\$4,581 (Range 40)		
Hours per week:	Exempt		
Months per year:	12		
Bilingual Required:	No		

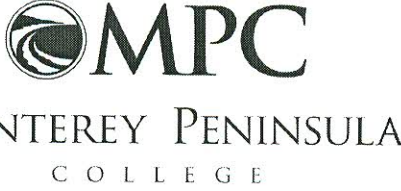
* Use the "Replacement (no changes)" column to provide information about the position as it currently exists. Use the "Replacement with Requested Changes" column to show the changes.

On a separate sheet, answer the below questions regarding the position.

2. Annual Cost of the Proposal (HR will complete).
3. Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years:
4. If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.
5. Explain how this position supports student learning. ***Grounds, facilities are integral in providing a safe, positive and functial learning environment for students.***
6. Explain what would happen if the position weren't approved. ***The remaining custodial staff would have an even larer work load and would be further burdened wheneve illness or earned vacation time is used.***
7. Bilingual (Spanish)
 - I am requesting this position be considered by the Vice President to be designated as Bilingual Required because: *Several custodial members also speak Spanish.*
 - No, this position should not be bilingual required

8. **Attach the Job Description to this request. All Classified Job Descriptions can be found online at:** <http://www.mpc.edu/about-mpc/campus-resources/human-resources/employment/job-descriptions>

Classification/Position: _____ **Date:** _____

steps	REPLACEMENT POSITION	Initials/Date	steps	NEW OR CHANGED POSITION*	Initials/Date
1	Chair/manager discusses vacant position with division/area and other relevant group(s).		1	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	
2	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.		2	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.	
3	VP discusses request with Vice Presidents and President		3	VP or designee discusses request with Advisory Group.	5/26 WT
4	President makes final decision. VP presents to College Council for information.		4	VP discusses request with Vice Presidents and President. HR informs MPCEA.	
5	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps .		5	College Council Reviews and makes a recommendation to the President. 2 Readings.*	
			6	President makes final decision and informs VP, Chair/manager. President directs HR to process request. (Board approval, recruitment, etc.)	
			7	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps	

VP's Authorization for Bilingual: _____ DATE: _____

President's Authorization: _____ DATE: _____

Note #1: These steps may take more or less time depending upon time constraints (e.g. e-mail vs. meetings), and the nature of the position.

Note #2: If this process cannot be completed within 30 calendar days, the President may authorize action without completing this process and will inform the College Council.

Note #3: If the new or changed position is vital to core mission of the college, the President may authorize action without completing this process and will inform the College Council.

Note #4: Once recruitment begins, Education Code Section 88003 limits short term or substitute employment to 60 days.

*New and changed positions must be presented to College Council for two readings and approved by the Board of Trustees. Positions included in MPCEA must be negotiated.

- Annual Cost of the Proposal (HR will complete).
 - $\$3,588 * 11 \text{ months} = \$39,468 + \$11,632 (29.4710\%) + \$19,927 = \$71,027$

MONTEREY PENINSULA COLLEGE

CUSTODIAL AND EVENING SITE SUPERVISOR

JOB SUMMARY

Under the general direction of the Vice President for Administrative Services, provide oversight, planning, and budgeting activities for Custodial Services operations. Supervise the day-to-day cleaning and care of all District facilities; perform routine and specialized cleaning tasks; inspect areas of responsibility to ensure cleaning standards are maintained; responsible for scheduling, inspecting, supervising, training and evaluating the work performance of custodial staff and substitutes; supervise and direct the proper use of materials, supplies and equipment and safe work habits; coordinate and participate in the cleaning, maintenance, and special set-up of College facilities. This position requires flexible hours which can include days, evenings and weekends.

EXAMPLES OF FUNCTIONS

Essential Functions

1. Perform full supervisory activities, subject to management concurrence and in accordance with applicable College policies and procedures, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; assisting staff in understanding their assignments and meeting their performance goals; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Provide day-to-day ethical leadership and work with staff to ensure high performance and the fostering of a customer service, team work oriented environment. Improve work methods and procedures to improve cost-effectiveness, safety and quality. Support District mission, values, goals and objectives. Provide leadership and participate in programs and activities that promote a positive employee relations environment.
3. Serve as the District's first point of contact to resolve issues and respond to emergencies in the evenings. Provides leadership in equipment failure, medical emergencies, and other incidents, including notification of appropriate District personnel and first responders (police, fire, ambulance, PG&E). Respond to requests and emergency calls and provide telephone consultation on weekends or other off-duty hours as necessary.
4. Supervise and schedule the day to day operations and activities of District custodial functions, including logistics, emergency and service calls, duty rosters, and work assignments.
5. Interpret, prioritize, and assign work orders and plan work schedules to ensure adequate service in an efficient and effective manner; resolve issues, conflicts, discrepancies and complaints in a timely manner.
6. Plan and coordinate all custodial programs and establishes standards and procedures for work performance; interpret and translate District policies to staff and ensure compliance and adherence to applicable federal, state, and District safety regulations.
7. Plan, assign, and inspect the cleaning of rooms, offices, halls, fixtures and equipment requiring such activities as sweeping, mopping, scrubbing, polishing, dusting, waxing and disinfecting. Assist custodians in the performance of duties as necessary.

8. Assign regular work schedules Custodial Services staff to ensure the cleanliness and safe conditions of buildings; inspects the cleanliness of classrooms, offices, gym, locker rooms, cafeteria, restrooms and showers.
9. Plan, research, and determine the best source for custodial equipment and supplies; purchase supplies on open purchase accounts; direct the preparation of requisitions and orders for needed supplies; receive, store, and maintain stock control and deliver custodial supplies and equipment to Custodial Services personnel. Recommend the purchase of new equipment, maintain and repair custodial equipment and perform general and preventive maintenance duties.
10. Prepare and maintain records and reports related to custodial supplies, inventory, budget, work requests, personnel, injuries, incidents, emergencies, equipment, and facilities; develop, control, track and analyze the annual department budget and applicable expenditures to ensure cost-effective management and in accordance with established policies and procedures.
11. Establish and maintain compliance with custodial safety practices; evaluate products and equipment for safety; conduct or arrange for periodic safety training in the proper use and handling of tools, chemicals, and other potentially dangerous items; maintain required material safety data sheets according to regulations. Develop systems for the proper use and storage of cleaning supplies, chemicals, and equipment.
12. Inspect classrooms and office for security and safety; determine and report dangerous and unsightly conditions and needed repairs to maintenance personnel; perform minor repair to custodial equipment and facilities; lock and unlock doors, gates, and related items.
13. Confer with administration, faculty and staff to coordinate instructional and meeting set-ups as well as special events at all District sites; coordinate and participate in the moving of furniture and equipment to relocate offices and to set-up for meetings and special events; coordinate with large scale cleaning projects with others to assure minimum disruption to classroom activities and college functions.
14. Operate District vehicles, electric carts, forklifts, floor machines, buffers, vacuums, carpet extractors, floor dryers, electric hoists, and other equipment and machinery.
15. Review and coordinates custodial services with external contract service providers and provides related direction and guidance.
16. Ensure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintain a safe work environment by enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

Other Duties

17. Serve on college committees as assigned.
18. Performs related duties and responsibilities as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training equivalent to a high school diploma and five (5) years custodial work, two of which are in a supervisory role.

Knowledge

Knowledge of: techniques for care and cleaning of buildings and sites; quality and use of cleaning supplies, tools and equipment; safe handling, use and storage of custodial equipment and materials; care and cleaning of various types of HVAC and lighting equipment; budgeting techniques and inventory control; record-keeping techniques; principles and practices of supervision and training; health and safety regulations and procedures; District policies and procedures.

Abilities

Ability to: plan, organize, and oversee the custodial activities for the campus; operate and train others in the techniques for safe use, handling and storage of a variety of custodial equipment and materials; quickly learn and effectively use and teach the use of new custodial equipment and techniques; supervise, train and evaluate the performance of assigned staff; set goals and objectives for assigned staff; analyze situations accurately and adopt an effective course of action; make appropriate decisions on procedural matters without immediate supervision; coordinate custodial activities with other facilities operations and functions; estimate time and materials needed for routine services and special custodial project; maintain tools and equipment in a clean and proper working condition; participate in the cleaning maintenance of District facilities. use various computers, software, and other related equipment as needed to fulfill the requirements of the job; establish and maintain effective work relationships with those contacted in the performance of required duties; use interpersonal skills of tact, firmness and diplomacy; communicate effectively orally and in writing; prepare reports, and maintain records; work independently with little supervision; learn, apply and explain policies, procedures, rules and regulations; prioritize and schedule work to meet schedules and time lines; make arithmetic calculations quickly and accurately; demonstrate an understanding of sensitivity to, and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Indoor and outdoor environment; weekday and or weekend work days; drive a vehicle to conduct work; bending at waist, kneeling or crouching; lifting up to 50 pounds, pushing or pulling heavy objects; carrying heavy loads; full body exertion; standing, walking, and sitting for extended periods of time; climbing ladders, scaffolds and working at heights and depths.

Work Environment

Work environment may include regular exposure to fumes and dirt; noise from equipment operation; some exposure to chemicals used in controlling pests and weed abatement; some work in cramped or restrictive work chambers; work around, and with machinery having moving parts including power equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Employee must be insurable by the employer's insurance carrier at all times while employed in this classification.

WORK SCHEDULE:

This position requires flexible hours which can include days, evenings and weekends.