





## 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 checked="" 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 Supervisor		
Last Incumbent or "New":	Shaune Burke		
Date of vacancy or Date of Board approval of new position:	Feb. 27, 2013		
Salary Range:	\$3,769 - \$4,581 (Range 40)		
Hours per week:	40		
Months per year:	12		
Bilingual Required:	Yes		

\* 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.
6. Explain what would happen if the position weren't approved.
7. Bilingual (Spanish)

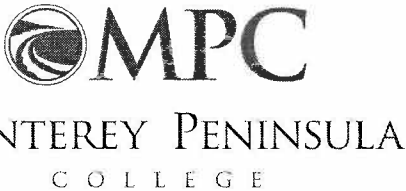
I am requesting this position be considered by the Vice President to be designated as Bilingual Required because: **Several custodial staff do not speak English.**

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/humanresources/Documents/Forms/AllItems.aspx>**

Classification/Position: Custodial Supervisor

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).	3/1/13 <i>[Signature]</i>	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.	N/A	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 3/7/13	<i>[Signature]</i>	3	VP or designee discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	<i>[Signature]</i>	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: *[Signature]*

DATE: 3/7/13

President's Authorization: *Walt A. Truby*

DATE: 3/7/13

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.

**JOB TITLE:** Supervisor, Custodian → CUSTODIAL/EVENING SITE SUPERVISOR  
**Board Approved:** 12/13/2011

**MONTEREY PENINSULA COLLEGE**  
**CUSTODIAL/ EVENING SITE SUPERVISOR**

**JOB SUMMARY**

Under the general direction of the Vice President for Administrative Services, act as evening first point of contact for all campus sites, supervise the day-to-day cleaning and care of campus facilities; perform routine and specialized cleaning tasks; inspect areas of responsibility to ensure cleaning standards are maintained; supervise, train and evaluate custodial staff; supervise and direct the proper use of materials, supplies and equipment and safe work habits. Responsible for directing all shift operations.

**EXAMPLES OF FUNCTIONS**

**Essential Functions**

CUSTODIAL

Provide leadership for the planning, development and management of District custodial services; work collaboratively with the grounds, maintenance and operations functions of the facilities department to maintain effective operations.

Plan, schedule and assign work to custodial personnel on assigned shifts; direct and review work of personnel assigned to various work shifts. Assist custodial crew with tasks when needed and as required.

Inspect work sites/buildings on campus, checking for cleanliness, quality and accuracy of work; check for safety hazards; check for needed repairs and prepare work orders; provide feedback, instruction, and direction regarding the work performed.

Train and evaluate assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Maintain proper levels of supplies and equipment used for cleaning activities; order supplies as necessary; take periodic inventories.

Interpret and explain rules, regulations and procedures to staff.

Assure safety standards, policies and procedures are followed by all staff; create, deliver and/or arrange safety trainings; maintain or provide for accurate training records.

Coordinate custodial activities with other functions in the facilities and operations activity; coordinate activities with other instructional programs and public relations activities; assure staff is available to assist on special events; provide for proper building preparation; arrange for equipment operation including HVAC, lighting and other systems and maintenance during special events.

Provide for proper set-up of classrooms in accordance with the requests of faculty; prepare work schedules for staff; assigning building responsibility.

Prepare and maintain a variety of records and reports (work orders, proposals, purchase requisitions, contracts, etc.) related to assigned function; review and authorize time records and overtime (personnel, payroll, Notice of Employment contracts (NOE forms), etc.)

Prepare and administer budget for custodial activity; monitor budget expenditures during the course of the year; make recommendations for purchase of new equipment and supplies.

Determine the need for large-scale cleaning operations; assign custodial crews to special projects; evaluate work and provide feedback as necessary.

Assist custodians in performance of duties as necessary; assist with lifting of heavy objects and equipment.

Respond to emergency call-back and perform emergency custodial tasks as necessary.

Respond to complaints and special requests as necessary.

### EVENING OVERSIGHT

Serve as the District's first point of contact for district issues in the evenings; resolve problems within the scope of authority; communicate regularly with supervisor on evening occurrences.

Respond to evening campus emergencies which may include but are not limited to medical emergencies, major equipment failures, etc.; notify appropriate first responders (fire, police, ambulance, PG&E), security and the designated administrator; complete incident reports.

Maintain visibility and presence on campus sites.

Oversee use of college equipment.

Make rounds of all campus buildings and sites; serve as daily mail courier between sites; check and secure all locks, windows and doors.

Observe and report campus activity.

Post notices as needed.

Maintain inventory of college keys.

### **Other Functions**

Perform related duties as assigned.

Serve on college committees as assigned.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience**

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed herein. For example, high school diploma or equivalent and five 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 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; interpersonal skills using tact, firmness and diplomacy, oral and written communication skills.

### **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; 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; 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, 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.