



*Human Resources*

## ***Position Announcement***

### **CUSTODIAN 4**

(Facilities and Operations)

**OPENS: JULY 07, 2009 CLOSSES: JULY 28, 2009 at 5:00p.m.**

**ANNUAL**

**SALARY RANGE: \$29,112.00 - \$37,620.00 Depending on experience**

**BENEFITS: Medical, Dental, & Vision Insurance, Retirement, Vacation, Sick Leave, Tuition Reduction, Shift premium pay, and 11 paid holidays**

**SCHEDULE: 40 hours per week, Mon. – Thurs. 3:30 p.m. to Midnight, Friday, 1:00p.m. – 9:30p.m.**

Under general direction, serve as a first-line supervisor in the Custodial Department. This position works independently to manage the Highline CC campus Facilities Custodial Department consisting of a custodial lead employee and staff of over 20 employees supporting 38 buildings and structures on-site and off-campus locations. HCC consists of over 577,000 square feet of building space. The Custodial Supervisor reports to the Facilities Services Manager and is responsible for supervising the custodial staff including but not limited to training, scheduling, evaluations and staff development as well as performing custodial tasks when necessary.

**DUTIES**

*The incumbent is responsible for the following:*

**Supervisory Duties:**

- Supervises and instructs assigned personnel in the care, cleaning and upkeep of facilities. Plans, develops and directs the activity of a custodial department. Evaluate activities, functions and personnel.

**Administration Duties:**

- Coordinates set-ups and take-downs for special events both during the administrative workweek and on weekends;
- Establishes standards for and approves purchases of supplies and equipment;
- Analyzes needs for staffing, equipment and supplies;
- Develops policies and procedures for staff, cleaning equipment and supplies; and
- Assists in maintaining budget control for labor and materials.

**Training Duties:**

- Conducts department training on new equipment, safety and cleaning techniques; and
- Enforces state, local and department safety rules and regulations.

**Custodial Duties:**

- May be a working supervisor performing custodial tasks, when required.

**MINIMUM QUALIFICATIONS AND COMPETENCIES:**

The ideal candidate will possess:

- HS Diploma or GED equivalent; AND 1 to 2 years of experience supervising or directing others in housekeeping, janitorial, general or building maintenance or custodial work;
- Able to read and interpret instructions on MSDS;
- Ability to support teamwork and cooperation in a multicultural environment;
- Physical ability to handle heavy equipment and materials weighing 35 to 50 pounds occasionally, where assistance may be required;

- Ability to prioritize and perform multiple tasks, handle interruptions appropriately, and return to incomplete tasks;
- Ability to communicate clearly and have strong customer service skills;
- Will work with high integrity, accountability and be a team player; and
- Working knowledge of Microsoft Word programs.

### **CONDITIONS OF EMPLOYMENT**

- Must submit to and successfully pass a Criminal History Background check; and
- Must have a valid Washington State Drivers License to drive campus vehicles.

### **APPLICATION PROCEDURES**

Application materials may be downloaded on our website at [www.highline.edu/admin/hr/job](http://www.highline.edu/admin/hr/job) or you may request them by emailing [jobs@highline.edu](mailto:jobs@highline.edu) or calling 206-878-3710 ext. 3812.

#### **To apply you must:**

- Submit
  - Highline Community College application form (make copy and keep for your records); and
  - Letter of interest that addresses your qualifications as they relate to the responsibilities and characteristics as set forth in this announcement.

#### **Recommended but not required:**

- Current Resume

All materials must be received in Human Resources no later than **5:00 p.m. on July 28, 2009.**

Completed materials may be e-mailed to [jobs@highline.edu](mailto:jobs@highline.edu) or faxed to (206) 870-3773, or returned by mail or in person to the address below. If you decide to e-mail or fax your materials to us, please also submit original documents by mail.

#### **By mail:**

Highline Community College  
Human Resources, MS 99-200  
P.O. Box 98000  
Des Moines, WA 98198-9800

#### **In person:**

Highline Community College  
Human Resources, Building 99 - Room 200  
2400 South 240<sup>th</sup>  
Des Moines, WA 98198

The application and any written application materials will be evaluated and compared to the duties, competencies and qualifications listed on this position announcement in consideration for the selection of candidates for interviews.

To learn more about Highline Community College, its mission, culture and classes, visit [www.highline.edu](http://www.highline.edu).

**HIGHLINE COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER AND EDUCATOR AND OPERATES UNDER AN AFFIRMATIVE ACTION PLAN. THE COLLEGE STRONGLY ENCOURAGES QUALIFIED MEN AND WOMEN OF ALL RACES, RELIGIONS, AND ANCESTRY; DISABLED AND VIETNAM ERA VETERANS; AND PERSONS OF DISABILITY TO APPLY. APPLICANTS WITH DISABILITIES WHO REQUIRE ASSISTANCE WITH THE RECRUITMENT PROCESS WILL BE ACCOMMODATED TO THE EXTENT REASONABLY POSSIBLE. TO REQUEST ACCOMMODATIONS CALL (206) 878-3710 EXTENSION 3220 OR TTD FOR THE DEAF AND HARD OF HEARING AT (206) 870-4853.**

*If hired, you will be required to provide proof that you are either 1) a U.S. citizen, or 2) an immigrant whose status permits you to lawfully work in this country. All materials submitted become the property of Highline Community College and cannot be returned. Personal copies need to be made prior to submitting application materials to the Human Resources Department. Copying services are not provided by the Human Resource Office. Any corrections, modifications, or changes relating to this position announcement will be posted in the Human Resources Office, Building 99, Highline Community College.*