

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SUPERVISOR, CUSTODIAL, SHIPPING / RECEIVING, MAIL AND PRINTING SERVICES U167.100

BASIC FUNCTION: Under the direction of the Assistant Director of Facilities Planning and Management, directs and supervises the daily activities and resources related to District custodial, shipping/receiving, and mail operations. Performs related work as required.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.)*

- *1. Manages the operations of the District's Shipping/Receiving, Mail, Printing and Custodial services including overall responsibility for staffing and client relationships.
- *2. Provides direct supervision to subordinate classified personnel; supervisory duties include conducting staff meetings, instructing, planning and assigning work, maintaining standards, coordinating activities, selecting new employees, acting on employee problems, and recommending employee discipline and discharge as appropriate. Evaluates the work of subordinates for completeness and accuracy; offers training, advice and assistance as needed.
- *3. Provides information and assistance on custodial, shipping/receiving, mail and printing services to faculty, administration and staff.
- *4. Evaluates and plans for both short-and long-term staffing and equipment needs and special projects. Develops procedures to ensure customer service and satisfaction. Recommends and coordinates purchases of major equipment, services, and materials.
- *5. Interprets and applies shipping and U.S. postal service procedures as required in the management of a complete postal operation.
- *6. Coordinates the requirements for specific printing tasks and arranges off-campus production when appropriate.
- *7. Develops, coordinates, and maintains current knowledge of State and Federal regulations to implement procedures to ensure that adequate custodial, shipping/receiving, mail, and printing services are provided to the campus consistent with available resources.
- *8. Devises procedures for the safe and accurate handling and delivery of mass quantities of valuable letter mail and freight, including hazardous materials and toxins.
- *9. Investigates accidents and injuries, and corrects hazardous conditions as possible.
- *10. Devises, implements, and enforces safety rules, regulations and procedures to maintain the safety of department and District personnel.
- *11. Prepares and monitors the departmental budgets. Prepares budgetary/accounting reports as required for each department.
- *12. Develops organizational and operational plans and procedures for departmental projects and functions.
- *13. Coordinates custodial functions with College administration, faculty and staff as related to the use of college facilities.
- *14. Maintains and stores furniture and equipment used for special activities and events and arranges storage and disposal of archives and surplus property.
- *15. Maintains computerized departmental records for tracking and distribution of college property to include mail, archives, and surplus.
- *16. Maintains and secures bio-hazard storage area; coordinates the disposal of bio-hazard waste with licensed facilities; maintains related records.
- *17. Makes routine inspections of facilities for safety violations and potential hazards; generates related reports and work requests.
18. Completes and/or approves time sheets, invoices and purchase orders for the department(s).
19. Serves on a variety of District committees as requested.
20. Performs related work as required.

MINIMUM QUALIFICATIONS: EDUCATION AND EXPERIENCE:

Associates Degree or the equivalent and experience directly related to the functional responsibilities assigned to this class. Prior supervisory experience is required.

CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

Excellent written and verbal communication skills and strong organizational skills. Must have a valid California state driver's license.

DESIRED QUALIFICATIONS:

Five years of experience at the supervisory level. Bachelors of Arts in Business or related field.

KNOWLEDGE AND ABILITIES:

Knowledge and ability to apply District policies, rules and procedures. Knowledge of: laws and ordinances pertaining to the specific responsibilities of the position; supervisory and managerial concepts and principles; the materials, tools, equipment, services, processes, and practices used in departmental operations; applicable safety methods associated with departmental equipment and activities; modern office practices and equipment, including record-keeping; storage and maintenance procedures for archived records; bio-hazardous waste handling and disposal procedures; and current technologies, trends and changes in industry relating to departmental functions. Ability to: ensure compliance with all laws, regulations and policies through effective supervision and leadership; motivate and provide supervision to employees; establish and maintain standards of cleanliness; plan and implement effective safety procedures for departments; develop and implement various short- and long-term plans and procedures in support of efficient, cost-effective departmental operations; assess departmental needs and secure required resources; ensure effective, courteous customer service from employees supervised; -maintain budget records and reports with accuracy; communicate well, both orally and in writing; analyze problems and apply appropriate problem-solving and decision-making skills; work independently; establish and maintain cooperative working relationships with those contacted in the course of work; work with diverse populations; make required mathematical calculations accurately; maintain records accurately and completely; operate and ensure the maintenance of department vehicles, tools and equipment; use general office equipment, including computers for word, data and mail processing, and recordkeeping.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides direct supervision to subordinate classified staff.

PHYSICAL EFFORT:

Tasks involve frequent walking and standing; some lifting and carrying of objects of moderate weight (20-50 pounds); and/or the operation of vehicles, office/postal equipment, printing presses, and other machinery in which manipulative skills and hand-eye coordination are important ingredients of safe and productive operations.

CONTACTS:

All classifications of faculty, staff and administration at Butte College, other districts and agencies; vendors; postal service personnel; shipping company personnel; general public.

WORKING CONDITIONS:

Tasks require some exposure to extreme weather conditions, hazardous or toxic materials, dust or dirt; equipment hazards. Tasks require some lifting and carrying of objects of moderately heavy weight (20-50 pounds).

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.