

SUPERVISOR, CUSTODIAL, MAIL SERVICES, ASSET MANAGEMENT & PRINTING**GENERAL DESCRIPTION OF CLASS:**

Under the direction of an administrator or manager, directs and supervises the daily activities, workflow, and resources related to District facility services including, but not limited to, Custodial Services, Shipping and Receiving, and Mail and Printing Services; develops, monitors, evaluates, and supervises assigned staff to ensure service delivery to the District and college community.

DISTINGUISHING CHARACTERISTICS:

The Supervisor, Custodial, Mail Services, Asset Management & Printing exercises a high level of independent judgement. The incumbent demonstrates a working knowledge of regulatory oversight and reporting associated with domestic and storm water quality, conservation, diversion, storage, and water pollution prevention planning; provides supervision over capital improvement projects associated with all District grounds; provides leadership and supervisory duties to other departments within Facilities, Planning, and Management.

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 *.

BASIC FUNCTION:

The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Participates as part of the Facilities, Planning, and Management Leadership Team; directs and supervises assigned department staff; instructs, plans, assigns, processes, prioritizes, and reviews work orders; determines performance objectives and goals; maintains department standards; coordinates day-to-day and long term activities; selects hires, trains, and mentors new employees; acts on employee issues and concerns; pursues and/or recommends employee disciplinary actions up to and including termination in coordination and compliance with Human Resources and the collective bargaining agreement (CBA); reviews and evaluates the work of assigned staff for effectiveness, accuracy, completeness, and compliance with department policies and procedures. *
2. Manages the day-to-day workflow and operations of the District's Shipping/Receiving, Mail, Printing, Custodial, waste management, recycling, and fixed assets services including, but not limited to, the overall responsibility for staffing and client relationships. *
3. Provides information and assistance on custodial, shipping/receiving, mail and printing, waste management, recycling, and fixed assets services to administration, management faculty, administration, staff, students, and the public. *
4. Evaluates and plans for both short- and long-term staffing and equipment needs related to ongoing and special projects; develops procedures to ensure customer service and

Class Code: U167.100

Salary Range – MSC 13 - Exempt

- satisfaction; obtains pricing quotes, negotiates pricing, recommends and coordinates purchases of major equipment, services, and materials. *
5. Interprets and applies shipping and United States Postal Service (USPS) procedures as required in the management of a complete postal operation. *
 6. Coordinates the requirements for specific printing tasks; coordinates and arranges off-campus production when appropriate. *
 7. Develops, coordinates, and maintains current knowledge of state and federal rules and regulations to implement procedures to ensure that adequate custodial, shipping/receiving, mail, and printing services are provided to the District and/or campus consistent with available resources. *
 8. Devises, recommends, and implements 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 workplace accidents and injuries; corrects hazardous conditions as possible; notifies risk management or appropriate department as required by District policy and procedure. *
 10. Devises, recommends, implements, and enforces safety rules, regulations, and procedures to maintain the safety of department and District personnel. *
 11. Provides input and direction into the planning and implementation of the on-going construction program including, but not limited to, flooring, restroom accessories and finishes, and interior building finishes; reviews and/or develops plans and specifications; participates in the coordination of consultants, contractors, and construction managers; coordinates and supervises the construction of new facilities, reconstruction, modernization, and relocation of existing District and/or college facilities. *
 12. Prepares and monitors assigned department budgets; prepares budgetary/accounting reports as required for each department. *
 13. Develops organizational and operational plans and procedures for department projects and functions. *
 14. Secures estimates for work to be performed; prepares estimates of time and materials required for construction and remodeling projects; analyzes actual costs compared to estimated costs; collaborates with staff in performing cost estimates. *
 15. Coordinates custodial functions with college administration, management, faculty, and staff related to the use of college facilities. *
 16. Maintains and stores furniture and equipment used for meetings, activities, and other internal and external facility use events and/or projects; arranges storage and disposal of archives and surplus property; ensures compliance with District policies and procedures. *
 17. Maintains computerized department records, files, file sharing, and filing systems to track and distribute District and/or college property to include mail, archives, and surplus equipment and/or furniture. *
 18. Maintains and secures bio-hazardous storage area; coordinates the disposal of medical and bio-hazardous waste with licensed facilities; maintains related records and files. *
 19. Acts as District's liaison in coordinating hazardous waste with regulatory agencies and in Statewide Association of Community Colleges (SWACC) Property and Liability safety inspections; coordinates, investigates, and corrects identified deficiencies resulting from required inspections; ensures routine inspections of facilities are completed for safety violations and potential hazards including fire extinguisher and eye wash stations monthly inspections; generates related reports and work requests. *
 20. Operates a variety of office and shop equipment; runs specialized software programs including, but not limited, to multi-line phones, Computer Maintenance Management

Supervisory

Supervisor, Custodial, Mail Services, Asset Management & Printing

April 2026

Class Code: U167.100

Salary Range – MSC 13 - Exempt

Systems, radio systems, computers, and electronic diagnostic equipment; may compose correspondence, update forms, gather and compile information for reports. *

21. Completes and/or approves timesheets, invoices, and purchase orders for the department(s); submits to the appropriate Business Services area for processing. *
22. Assists in the coordination of activities during campus/community emergencies and natural disasters. *
23. Participates as a member of the District's Safety Committee. *
24. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy.
25. Receives and responds to emergency calls 24 hours per day.
26. May perform supervisory duties in other areas within Facilities, Planning, and Management Departments, as needed.
27. May serve on a variety of District committees as requested.
28. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Associate degree* with coursework in social science, business, interdisciplinary studies or related discipline; **AND**
- Four (4) years of experience directly related to the duties and responsibilities of the position; **AND**
- One (1) year of supervisory experience.
- Or, any combination of education and experience which would provide the required qualifications for the position.

* Associate degree education equivalency is a 1 to 1 equivalency, one (1) year of responsible work experience related to the classification for each full year (24-30 units) of college.

DESIRED QUALIFICATIONS:

- Three (3) years of experience in a supervisory or lead position.
- Experience within an educational institution or public education environment.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Possession of a valid driver's license **if and when** travel is required in the course of work.
- Maintain a valid Forklift Operators Certificate, based on the demands of the department.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

(May be acquired through education, training, and/or experience.)

Knowledge of:

- District policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies and procedures governing the District.

Class Code: U167.100

Salary Range – MSC 13 - Exempt

- Laws, codes, and ordinances related to the area of assignment.
- Supervisory and managerial concepts and principles.
- Theories, principles, and best practices in supervision and training of assigned staff.
- Occupational Safety and Health Administration (OSHA) requirements.
- Applicable safety methods associated with department equipment and activities.
- Current technologies, trends, and changes in the industry related to department functions and the area of assignment.
- Elements of proper grammar usage, spelling, punctuation, and vocabulary.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Modern office practices, procedures, methods, and techniques.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Mobile devices and applications utilized by the District and/or college.
- District Human Resources policies and procedures and applicable collective bargaining agreements (CBAs).
- General business management and systems organization.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures related to the area of assignment.
- Integrate local, state, and federal laws and regulations related to the area of the assignment.
- Ensure compliance with all laws, regulations, and policies through effective office supervision and leadership.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures related to the area of the assignment.
- Follow department and/or program policies and procedures related to the area of the assignment.
- Motivate and provide supervision to employees.
- Prepare estimates, negotiate cost, and order materials and parts needed to effectively operate and meet the needs of the District's Facility Services.
- Plan, organize, coordinate, direct, review, and evaluate the work of assigned staff.
- Organize, set priorities, and exercise sound judgement within the area of assignment.
- Assign and ensure maintenance of District vehicles.
- Obtain pricing estimates, negotiate pricing, and order materials and parts as needed.
- Update and maintain records, files, file sharing, and filing systems related to the area of assignment.
- Establish and maintain standards of cleanliness.
- Plan and implement effective safety procedures for the area of assignment.
- Develop and implement various short- and long-term plans and procedures in support of efficient, cost-effective department maintenance and operations.
- Assess department needs and secure required resources.

Class Code: U167.100

Salary Range – MSC 13 - Exempt

- Ensure effective, courteous customer service from employees supervised.
- Maintain budget records and reports with accuracy.
- Analyze problems and apply appropriate problem-solving and decision-making skills.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Use discretion and handle students, staff, and faculty in a diplomatic manner.
- Communicate clearly and concisely, both verbally and in writing.
- Maintain accuracy and pay close attention to detail in a fast-paced environment of changing priorities.
- Compile, organize, and use various financial information necessary in the preparation and monitoring of budgets.
- Update and maintain records, files, file sharing, and filing systems accurately and with confidentiality.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Effectively and fluently utilize computers to perform advanced-level production and complex formatting of documents, charts, databases, and spreadsheets.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Initiate and maintain positive relationships with other departments and members of the college community, contractors, vendors, consultants, and suppliers.
- Initiate and maintain positive relationships with other departments and members of the District and college community, contractors, vendors, consultants, and suppliers.
- Work with diverse populations.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbent in this class provides supervision, work direction, and/or guidance to assigned classified staff, student workers, student assistants, and/or short-term, temporary employees. The incumbent in this class receives general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness, and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Class Code: U167.100

Salary Range – MSC 13 - Exempt

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel, or operate standard office equipment; reach with hands and arms; requires the ability to lift and carry heavy items (up to sixty (60) pounds); occasionally lift and carry up to one hundred (100) pounds. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered in the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist.

Butte-Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions. Butte-Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, gender identity, gender expression, color, national origin, language, accent, citizenship status, immigration status, ancestry, age, religion, sex, sexual orientation, parental status, marital status, veteran status, pregnancy, genetic information, physical or mental disability or medical condition, or on the basis of these perceived characteristics.