Job Title: Custodial Contract Quality Assurance Evaluator  
Reports to: Assistant Director of Facilities, Planning, and Maintenance  
FLSA Status: Non Exempt  
Level: 115  
Position Class: C9881

Job Summary:
This position will provide oversight of work performed by the Custodial Contractor at Bradenton Campus, Venice Campus, and at Lakewood Ranch Campus to ensure a clean, safe and attractive environment is provided to students, staff, and visitors at all times.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Reviews the contract’s quality control plan (QC) and monitors the contractor’s performance for compliance with the contract. Performs daily on-site review of work for compliance with codes, contract documents, and overall quality.

2. Based on a working knowledge of custodial operations, provides input and guidance to the Assistant Director of Facilities and others concerning a broad range of operational issues and problems.

3. Reviews the quality control program, procedures, and practices to assure compliance and adequacy of work. Conducts inspections for compliance with contract performance requirements.

4. Reviews the annual financial plan, prepared by the contractor, for completeness, appropriate estimates, and compliance with current contract. Provides budget data for Facilities budget.

5. Coordinates with and acts as liaison between College personnel and the Contractor. Prepares all purchase orders for additional contractor requirements for special events.

6. Reviews invoices and adjusts as needed before approving for payment.

7. Reviews and coordinates contract specifications during development process.

8. Expedites corrective action in various situations, including errors and omissions, unforeseen conditions and customer requests.

10. Assists in contract change order preparation.

11. Maintains telephone and written contact log of interactions with contractor.

12. Performs related duties as required.

Job Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  High school diploma or General Education Diploma (GED) and three years’ related experience. Combination of relevant education and experience may be substituted for the minimum requirements. Experience in facilities management required.

- **Supervisory Experience:**
  Prior supervisory experience, preferable in the custodial field.

- **Language Ability:**
  Ability to read and understand basic instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

- **Math Ability:**
  Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to perform calculations on standard measures of American currency and weight, volume, and distance.

- **Reasoning Ability:**
  Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram/chart form. Ability to deal with problems involving several concrete changes in standardized situations.

- **Computer Skills:**
  To perform this job successfully, an individual should have intermediate knowledge of word processing software; basic knowledge of spreadsheet software; must be proficient in current college email and database system.

- **Certificates and Licenses:**
  Must possess a valid Florida Driver’s license and ability to drive College vehicles.

**Responsibility for People and Property:**
None.
Responsibility for Communication:

- **Internal Contacts:**
  This position has frequent contact with State College of Florida, Manatee-Sarasota employees on all levels.

- **External Contacts:**
  This position has frequent contact with contractors and other vendors.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment varies from quiet to loud.

The employee regularly works in centrally heated/air-conditioned buildings, but will spend a significant amount of time out of doors traveling between buildings and campuses.

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

While performing the duties of this job, the employee is regularly required to use manual dexterity and ascend stairs. The employee is frequently required to sit or stand for long periods of time and talk or hear. Specific vision abilities required by this job include close vision, distance vision, identification and discernment of colors, peripheral vision, depth perception, and the ability to focus. The employee is occasionally required to lift and/or move up to 50 pounds.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.
5. **Attendance Standards:** State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. **Training:** State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. **Continuous Improvement:** State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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