



Job Description

Job Title:	Manager, Facilities and Custodial Services	Salary Range:	11
Date Revised:	4/2/2026	Date Approved:	6/23/2026

PRIMARY PURPOSE

Under the general direction of an administrator or manager, the Manager, Facilities and Custodial Services – Night Operations plans, organizes, and directs the work of assigned custodial staff responsible for cleaning and maintaining campus buildings and facilities during the night shift.

The Manager, Facilities and Custodial Services oversees the day-to-day custodial operations, ensures the cleanliness, safety, and functionality of facilities, and maintains compliance with District standards. The Manager supervises and evaluates assigned staff; coordinates work schedules and assignments; manages custodial supplies and equipment; and collaborates with maintenance and operations staff to ensure optimal facility conditions.

DISTINGUISHING CHARACTERISTICS

The Manager, Facilities and Custodial Services – Night Operations is responsible for leading custodial staff and overseeing the operational effectiveness of cleaning services during evening and overnight hours. The Manager is distinguished from custodial staff by their responsibility for planning, assigning, and inspecting work; providing training and performance evaluations; and monitoring supply inventories and budget expenditures. The Manager requires strong leadership, organizational, and communication skills to ensure efficient custodial operations and a clean, safe learning environment.

ESSENTIAL FUNCTIONS

Examples of essential functions are descriptive and not restrictive in nature.

Operational Leadership and Supervision

1. Plans, organizes, schedules, directs, supervises, and evaluates the day-to-day work of assigned custodial staff engaged in the cleaning and maintenance of buildings and facilities.
2. Develops and establishes work standards, goals, priorities, and performance expectations; inspects completed work to ensure quality, safety, and adherence to District standards.
3. Participates in the recruitment, selection, training, supervision, and evaluation of assigned custodial staff; works with Human Resources in the evaluation, performance improvement plans, and discipline up to and including termination. Provides coaching, guidance, and support to enhance employee performance and professional growth.
4. May assist assigned staff with routine or special project work as a working manager, when needed.
5. Prepares, updates, and maintains the department schedules for assigned staff to meet campus and department demands and/or needs; may change work direction or shift priorities and assignments, as needed.



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Inventory and Equipment Management

6. Orders, receives, stores, and distributes custodial supplies, materials, and equipment.
7. Updates and maintains accurate inventory records; tracks and monitors supply usage to ensure cost efficiency.
8. Inspects custodial equipment for safety and functionality; coordinates or performs routine maintenance and repairs.

Facility Inspection and Maintenance Coordination

9. Conducts regular inspections of buildings and facilities to identify, document, and report maintenance needs, safety hazards, or repair requirements.
10. Prepares and submits work orders or repair requests for maintenance issues beyond custodial scope.
11. Ensures that all cleaning and maintenance activities comply with safety and sanitation standards.

Budgeting, Recordkeeping, and Reporting

12. Assists in the preparation and monitoring of assigned budgets; controls expenditures in accordance with District guidelines.
13. Establishes and maintains comprehensive records of work orders, labor, and materials for projects to maximize efficiency and cost-effectiveness.
14. Prepares and submits timesheets to payroll for processing; ensures accuracy, completeness, and compliance of submissions.
15. Prepares and maintains detailed and comprehensive records of time attendance, reports, employee evaluations, and files related to staff assignments, supply inventories, maintenance needs, and operational activities.

Collaboration and Communication

16. Coordinates custodial operations and project work with Facilities, Maintenance, and Operations departments to ensure service alignment and support campus events or activities.
17. Attends, organizes, and participates in administrative and staff meetings; serves on committees, workgroups, and special projects, as assigned.

Training and Professional Development

18. Develops and delivers training programs to ensure staff are knowledgeable about cleaning methods, safety protocols, and equipment use.
19. Provides new employee orientation and ongoing professional development opportunities for custodial staff.

Technology and Process Improvement

20. Remains current with emerging technologies, equipment, techniques, and industry advances to enhance efficiency and security.
21. Recommends process improvements for custodial maintenance efficiency and sustainability.



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22. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

Diversity, Equity, and Inclusion

23. Participates in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

General

24. Attends and participates in job-related training and professional development opportunities to enhance job performance, skill, and subject matter expertise within the area of assignment.
25. Performs other duties that support the overall objective of the position

WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, and the public.

MINIMUM QUALIFICATIONS

Education and Experience:

- High School Graduate or General Educational Development (GED); **AND**
- Three (3) years of journey-level custodial experience in the cleaning and maintenance of buildings and facilities; **WITH**
- One (1) year of experience in a supervisory or lead role;

OR

- Associate Degree with coursework in facility maintenance and operations; **AND**
- One (1) year of journey level custodial experience in the cleaning and maintenance of buildings and facilities; **AND**
- One (1) year of experience in a supervisory or lead role.
- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position; **AND**
- Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

DESIRABLE QUALIFICATIONS

- Experience working in an educational or public sector environment.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.



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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge and understanding of District, college, division, department, and/or program organizations, operations, policies, procedures, rules, laws, regulations, goals, and objectives related to the area of assignment.
- Knowledge of and familiarity with the California Education Code and other applicable laws and regulations related to the area of assignment.
- Knowledge of methods, techniques, equipment, supplies, and materials typically used in custodial operations for the maintenance of school buildings and facilities.
- Knowledge of safety precautions and procedures applicable to custodial operations.
- Knowledge of operation and use, maintenance and repair of custodial operations.
- Knowledge of chemicals used in custodial operations.
- Knowledge of recordkeeping, filing, file sharing, and filing system methods and techniques.
- Knowledge of the Americans with Disabilities Act (ADA).
- Knowledge of Occupational Safety and Health Administration (OSHA) regulations.
- Knowledge of federal and state regulations related to student services, such as FERPA.
- Knowledge and awareness of equity and inclusion principles, particularly in the context of student support services.
- General knowledge of community college structures, processes, and student demographics.

Skills:

- Building and facility cleaning methods and techniques.
- Strong organizational skills with the ability to prioritize and manage multiple tasks efficiently.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Excellent written and verbal communication skills, with the ability to draft clear and concise reports, correspondence, and presentations.
- Data collection, analysis, and reporting, particularly in relation to program outcomes and student participation.
- Computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.

Abilities:

- Ability to work independently and collaboratively within a team environment.
- Ability to interact positively and professionally with a diverse student population, faculty, and staff.
- Ability to develop and implement work standards.
- Ability to estimate time and material costs of custodial activities.
- Ability to perform routine maintenance and repair work.
- Ability to maintain records and prepare reports.



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- Ability to supervise, train, and provide work direction to others.
- Ability to interact courteously and effectively with faculty, staff, and the public.
- Ability to interpret and follow written and verbal instructions, safety procedures, and operational guidelines.
- Ability to plan, organize, and prioritize workload to meet schedules and timelines.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to learn and adapt to new software, systems, and processes as required.
- Ability to provide empathetic and effective support to students, addressing their needs and concerns with professionalism.
- Ability to attend and participate in diversity, equity, and inclusion trainings and events.
- Ability to provide an inclusive and welcoming work/educational environment.
- Ability to demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

TRAINING REQUIREMENTS

- Asbestos Awareness
- Lead Awareness
- Utility Cart Certification

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.

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 perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted and up to 75 pounds with assistance. 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). The incumbent may be required to lift heavy materials and operating machinery.



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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.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

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; perform highly detailed work on multiple, concurrent tasks; 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 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.

Working Conditions:

Work is performed in indoor and outdoor environments, subject to adverse weather conditions and a variety of safety considerations. The incumbent may be subject to high levels of noise from equipment, dust, fumes, and varying weather conditions; exposure to hazardous chemicals and materials as well as various insects or rodents/pests. The incumbent may be required to wear a respirator or other safety equipment in the execution of essential responsibilities including personal protective equipment (PPE). The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. 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.

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 of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



NOCE
NORTH ORANGE
CONTINUING EDUCATION

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NOCCCD looks for likeminded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.