



Position Vacancy Notice
Facilities Worker- Custodial Supervisor
(Revised Posting date: 08/26/2020)

College Overview

Hudson County Community College (HCCC) is an award-winning, comprehensive urban college serving one of the most historic and ethnically diverse areas of the United States. HCCC has three campuses located just minutes from Manhattan: the Journal Square campus in Jersey City and North Hudson Campus in Union City are adjacent to vital transportation hubs; the Secaucus campus has abundant parking.

Fully accredited by the Middle States Commission on Higher Education, HCCC serves more than 18,000 credit and non-credit students annually. The College offers more than 60 degree and certificate programs, including award-winning English as a Second Language, STEM (Science, Technology, Engineering and Mathematics), Culinary Arts/Hospitality Management, Nursing and Health Sciences, and Fine and Performing Arts. The HCCC Culinary/Hospitality Management program was ranked number six in the U.S. by Best Choice Schools. Over 94% of HCCC Nursing program graduates passed the NCLEX first time out, placing the program's graduates in the top tier of two- and four-year nursing programs nationwide. In 2017, the Equality of Opportunity Project ranked HCCC in the top 5% of 2,200 U.S. higher education institutions for social mobility. In 2019, the College joined Achieving the Dream as part of its expanding efforts towards continuous improvement in ensuring student success.

HCCC has partnerships with every major four-year college and university in the greater New Jersey-New York area and beyond, accommodating seamless transfer of credits for further undergraduate and graduate education.

The College has been recognized with numerous national and state awards for excellence in student success programming, diversity and equity, educational innovativeness, facilities design, and communications from the Association of Community College Trustees, American Association of Community Colleges, Association of College and Research Libraries, National College Learning Association, National Council of Teachers of English, College Advertising Awards, New Jersey Business & Industry Association, and others.

Hudson County Community College is proud of its culture of care and invites applications from those wishing to join a community dedicated to promoting student success in all its forms.

Department/Division Introduction Facilities; reports to Facilities Manager

Position Summary/Job Description/ Special Skills Leads, coordinates, and performs various custodial and janitorial work for various campus buildings/ locations to ensure optimal operating efficiency and cost effectiveness of custodial operations across the College. Effective customer service skills and practical knowledge of various cleaning/janitorial methods and procedures required. Knowledge of federal, state, and local policies and procedures directly related to custodial, trash removal/recycling, etc. required. Effective verbal and written communication and interpersonal skills required to interact with employees and management at all levels on a regular basis, along with effective organization, prioritization, multi-tasking, and time management skills required.

Minimum Qualifications

- High School diploma or equivalent required with a minimum of three years of hands-on experience in custodial/janitorial operations and services.
- Prior work experience in a lead or supervisory role preferred. Prior work experience in coordinating the activities of an outsourced staff also preferred.
- Demonstrated ability to interact with a culturally diverse population and to effectively and respectfully function and communicate within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.

Essential Responsibilities

- Follows, observes, and enforces applicable operating and safety regulations in providing custodial and janitorial services for various campus buildings/locations in strict compliance with federal, state, and local rules, regulations, and ordinances and ensuring adherence to College and industry standards.
- Responds to work orders received from Facilities management; maintains a daily work order system, prioritizes and assigns work to outsourced custodial staff, or personally completes work to ensure the cleanliness and safety of College facilities at all times, overall customer satisfaction, and adherence to work order completion deadlines.
- Serves as liaison with outsourced vendor for the provision of custodial/janitorial services to all campus buildings/locations. Leads outsourced custodial staff in providing janitorial cleaning services, trash removal and/or recycling, medical waste removal, exterminating, furniture/equipment/building physical moves, snow removal services, etc. As necessary, accompanies custodial/janitorial staff during service performance to inspect and ensure the quality and timely completion of work.
- In accordance with College needs and established completion deadlines, coordinates or personally performs packaging, shipping and delivery of large/heavy packages, furniture, textbooks, donated materials and supplies, etc., to designated receiving locations; all aspects of small-to-large scale furniture and equipment moves both within and outside of the College; preparation and set-up of onsite and offsite College special events (commencement exercises, course registrations, fund raisers, student orientations, etc.); e.g., cleans/prepares location both before and after the event; removes, replaces, and sets-up furniture, tables, chairs, podiums, signage, etc.; packs, transports, and unpacks various event equipment and materials; emergency requests for custodial/janitorial services.
- Maintains an adequate inventory of materials, supplies, equipment, tools, uniforms, etc. Safely operates all tools and equipment; provides training and guidance to outsourced custodial staff regarding the safe operation of all tools and equipment. Ensures proper care in the use, maintenance, and storage of equipment, supplies, and chemicals to ensure a safe work environment at all times.
- Coordinates College asset inventory and disposal activities in accordance with established procedures. Maintains current and accurate records of College inventory, ensures all inventory is properly tagged for asset insurance purposes, determines the usability of old furniture, and properly disposes or places old furniture in College inventory for re-use. Prepares asset inventory reports for review by Controller on a timely basis.
- Coordinates annual auction of College furniture and equipment in accordance with N.J. State policies and procedures. Arranges for public viewing of auction items; retrieves, cleans, prepares, and delivers auction items to auction site; interacts with potential bidders to provide general information regarding auction items, etc.
- Effectively communicates with all levels of employees and management, faculty, outside contractors, vendors, suppliers, Purchasing Department, etc., regarding custodial/janitorial operations and services.

- Provides assistance, support, and information to Facilities management in ongoing custodial/janitorial operations and services. Provides recommendations regarding the continuous improvement of workplace safety and environmental practices.
- Establishes and maintains appropriate documentation of work performed and ensures that outsourced custodial staff follow proper documentation procedures.
- May provide recommendations to Facilities management regarding vendor contract renewals and agreements, as necessary. May obtain vendor bids and make onsite vendor visits.
- Projects a positive self-image of technical skill, appearance, confidentiality, courtesy, conduct, honesty, fairness, and personal integrity at all times.
- Coordinates and/or performs other custodial activities, as required. Remains flexible and adaptable in work schedules and work assignments as defined by College and departmental needs.

Review of applications to begin ASAP

For full consideration please send resume, cover letter, salary expectations and a list of three professional references to Ilya Ashmyan, Executive Director Engineering and Operations via email at Iashmyan@hccc.edu.

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

HCCC is an equal opportunity and affirmative action employer. We are committed to ensuring a diverse and inclusive learning and working environment. Decisions on employment are made on the basis of the qualifications of an individual for the particular position being filled. Women, veterans and minorities are encouraged to apply.

Take Survey