

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: CUSTODIAL TRAINER/QUALITY CONTROL

Reports To: Designated Supervisor

UW Job Code: 7208

UW Job Family: 72 – Service/Maintenance/Support

SOC Code: 37-2011

FLSA: Non-exempt

Grade: 20

Date: 4-9-18 (revised 1-1-21)

JOB PURPOSE:

Conduct, coordinate, or facilitate training and Quality Control activities for all Custodial Services responsibilities including equipment maintenance and repair.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Train all existing and new custodial employees on processes, procedures, and new equipment usage and maintenance.
- Train all employees on the use and safety procedures of hazardous chemicals.
- Implement and maintain a 360 Quality Control Inspection process for all zone Assistant Managers.
- Develop standard operating processes and procedures in collaboration with Custodial Manager, Sr. and Assistant Managers. Compile into a training manual distributed to all custodial staff (preferably online).
- Coordinate safety reports and MSDS sheets.
- Repair and maintain custodial equipment inventory including database listings. Retrieve broken equipment, diagnose problems order parts, make repairs, and return equipment back into service.
- Develop and maintain training manual.
- Research equipment options and work with Custodial Manager, Sr. to recommend new equipment purchases to update custodial equipment inventory and improve custodial operations efficiency.

SUPPLEMENTAL FUNCTIONS:

- Assist with implementation of work-loading software.
- Assist with development and implementation of formal quality assurance program.
- Assist with validating cleanable square feet data set.
- Perform cleaning duties in the absence of employees.
- Conduct snow removal as defined in Snow Removal Program.

- Perform other duties as assigned.

COMPETENCIES:

- Initiative
- Technical/Professional Knowledge
- Innovation
- Consistency
- Judgment
- Safety Awareness
- Quality Orientation
- Work Standards

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **4 years work-related experience**

Required licensure, certification, registration or other requirements: **Valid driver's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Applicable University, state and federal laws, regulations, policies and procedures.
- Training methods, concepts, practices and techniques.
- Communication methods and strategies.
- Training assessment practices and methods.
- Training development and training resources.
- Training facilitation concepts, methods and practices.

Skills and Abilities to:

- Organize and assess training needs.
- Schedule training sessions.
- Teach or facilitate training for assigned areas.
- Effectively communicate with diverse communities.
- Move objects weighing up to 25 pounds.
- Supervise, train and evaluate assigned personnel.
- Create, compose and edit written materials.
- Develop and use training aids and instructional materials using a range of media.
- Make training program selection, scheduling and room selection decisions.
- Maintain training supplies and equipment, including inventory management.
- Research new training topics and methods.
- Work as a team member and foster a cooperative team environment.

WORKING CONDITIONS:

Various in/outdoor environments; occasional exposure to fumes, odors, noise, mechanical, electrical or chemical hazards.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.