



Office of Human Resources
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www.caspercollege.edu

Education for a Lifetime...

Casper College employees:

- * *Promote personal, professional and academic growth of the entire college community*
- * *Provide open access and affordability*
- * *Enhance a culture of trust, respect, and open communication among all participants*
- * *Encourage diversity of thought, culture and experience*
- * *Plan for the future in a context that reflects flexibility, innovation, tradition and sustainability*
- * *Provide service to community*
- * *Embrace accountability and responsibility*
- * *Foster and maintain an enriching campus environment*
- * *Celebrate and reward excellence*

Founded in 1945, the college campus is 28 buildings on more than 200 acres overlooking the city of Casper. With about 170 full-time and about 100 adjunct faculty, the college serves more than 4,000 students with nearly 150 degree, technical and career programs.

Selection Process

Receipt of your application will be acknowledged. For most positions, soon after closing date, application materials are reviewed, interviews conducted, and selections made by a committee. Applicants may call or e-mail the Human Resources Office to inquire regarding the status of the selection process.

Supervisor Custodial Services Position Opening

The supervisor of custodial services reports to the Physical Plant Director and is responsible for planning, coordinating and directing all daily activities related to the custodial and campus services functions of Casper College.

Duties Include:

- Maintain custodial and campus services in 28 buildings with approximately 950,000 square feet of area; staff of approximately 40 employees. Campus services includes moving furniture or equipment; event setup and take down.
- Manage department budget (approximately \$150,000) ; purchase and maintain relevant equipment
- Negotiate and manage various custodial projects; interface with all areas
- Maintain a recycling program for the entire campus as needed.
- Responsible for policy planning and administrative coordination of all custodial/campus services; hire, train and evaluate staff
- Responsible within department for compliance with various safety and college policies and procedures
- Conduct daily campus and building inspections and provide supervision and interaction with custodial personnel.
- Responsible to maintain current knowledge best practices

Qualifications:

- Professional background including supervisory experience in custodial field or closely related area; bachelor's degree in management or related field desirable.
- Demonstrated ability to plan, coordinate, analyze, execute and document specific administrative and management functions with a sense of the long term goals of the department.
- Demonstrated written and oral communication and computer skills
- Valid Wyoming driver's license (or ability to obtain) and good driving record

To apply please submit:

- Completed Casper College applicant data/release form
- Letter of interest addressing specific qualifications for position requirements
- Current resume and copies of college transcripts
- List three references showing relationship and complete contact information

Announcement date: January 6, 2010

Applications accepted through: February 25, 2010

Starting date: As soon as possible

Salary: dependent upon education and experience (hiring range \$45,000 - \$55,000)

Note: This position works full-time, 12 months of the year and is eligible for full benefits