



Irvine Unified School District

SUPERVISOR

CUSTODIAL SERVICES

DEFINITION

Under general supervision of the Director of Maintenance and Operations, plans, organizes and accomplishes the goals and objectives of the custodial program, directs the custodial staff in technical and administrative aspects and evaluates the level of custodial effectiveness.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists the Director of Maintenance and Operations with the planning, organization, and supervision of the custodial work program.
- Assists in evaluating the clean, sanitary, and safe conditions at each site.
- Evaluates performance of custodial staff.
- Conducts a District-wide inservice training program for all custodians, and organizes, trains and supervises the substitute custodial staff.
- Gives technical advice to other personnel on custodial and operations problems.
- Evaluates and recommends new techniques and methods of custodial cleaning, chemicals and products, and equipment.
- Performs user maintenance of equipment.
- Assists in making work schedules and safety programs for each school.
- Tests new custodial supplies and equipment and makes recommendations for purchasing.
- Meets with elementary and secondary school principals to discuss special problems regarding the care and cleaning of the plant.
- Supervises and makes inspections of the work performed by custodians on all shifts.
- Supervises and makes inspections of the work of head custodians and their assigned crews during vacation periods.
- Prepares reports as required.

QUALIFICATIONS GUIDE

Knowledge of:

- Principles, practices, procedures, equipment, tools and materials common to the custodial trades.
- Cost effective practices in the field of custodial maintenance.
- General industry safety practices and standards within the custodial trades.
- Principles of supervision and leadership.

Ability to:

- Research, read and interpret local, state, and federal codes and regulations.
- Read and interpret blueprints, technical drawings and equipment manuals.
- Estimate job costs, perform shop math functions, and apply control procedures within the scope of projects.
- Apply tact and courtesy to establish and maintain productive working relationships.
- Communicate effectively both orally and in writing.

TRAINING & EXPERIENCE:

Equivalent to completion of the 12th grade, ten years experience in the custodial trades with a minimum of five years of journey level experience including three years in positions with lead or supervisory experience. Any combination of training and experience that could likely provide the desired knowledge and abilities.

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 stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions and fumes or airborne particles.

The noise level in the work environment is usually loud.

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