



SUPERVISOR-CUSTODIAL

DEFINITION:

Under the supervision of the Director IV-Maintenance and Operations, assists with the planning, organization and supervision of the District Wide Custodial Services program; coordinates and inspects the activities of custodial staff involved in the general cleaning and care of school sites and other assigned facilities. Trains, supports, and supervises the performance of District Wide staff.

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

- Assists the Director with the planning, organization and supervision of the Custodial Services program; schedules, coordinates and inspects the activities of custodial staff involved in the general cleaning and care of school sites and other assigned facilities; assures compliance with applicable health and safety standards.
- Trains and supervises the performance of district wide custodial services personnel; interviews and selects employees and recommends transfers/reassignment,
- Oversees warehouse and pool maintenance personnel, budgets, inventory and required supplies and related activities; supervises and inspects the work of assigned personnel and crews during vacation periods.
- Serves as a technical resource to custodial personnel on related custodial and operations problems; evaluates and recommends new techniques and methods of custodial cleaning, chemicals and products and equipment.
- Conducts regular site visits and inspects completed work by custodial staff for accuracy and compliance with instructions and established standards; inspect assigned areas and report safety, sanitation and fire hazards to appropriate authorities; drives a vehicle to conduct work.
- Prepares and maintains a variety of records and reports related to assigned activities including inspections and personnel; oversees and participates in the preparation of use of facilities requests as assigned.
- Operates and maintains a variety of custodial equipment and small power and hand tools; performs basic maintenance of equipment according to established procedures; drives a vehicle to conduct work.
- Tests new custodial supplies and equipment and makes recommendations for purchasing.
- Confers with site administrators and assigned supervisor regarding the care, cleaning and maintenance of facilities; prepares and adjusts work schedules to fit the needs of assigned site; receives, screens, prioritizes and responds to staff custodial needs.
- Communicates with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.
- Determines needed equipment, materials and supplies for custodial operations as assigned; requisitions a variety of supplies, tools and equipment according to established procedures; maintain proper inventory levels of custodial supplies and equipment as assigned.
- Responds to emergency and Custodial Services-related calls after hours as assigned.
- Attends Custodial Services related meetings as directed.

QUALIFICATIONS GUIDE

Knowledge of:

- Requirements of maintaining buildings in a safe, clean and orderly condition.
- Principles and practices of supervision and training.
- Materials, tools and equipment used in custodial work.
- Modern cleaning methods including basic methods of cleaning floors, blackboards, carpets, furniture walls and fixtures.
- Safe practices and work methods related to custodial activities.
- Proper methods of storing equipment, materials and supplies.

- Proper lifting techniques.
- Applicable rules, guidelines and regulations related to assigned activities.
- Inventory methods.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Schedule, coordinate, inspect and participate in the activities of custodial staff involved in the general cleaning and care of school sites and other assigned facilities.
- Train and supervise the performance of assigned personnel.
- Confer with site administrators and assigned supervisor regarding the care, cleaning and maintenance of facilities.
- Maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition.
- Assign and review the work of others.
- Assure compliance with established rules, guidelines, regulations and schedules.
- Requisition and distribute custodial supplies.
- Operate and maintain tools and equipment in clean working order.
- Inspect and assure the security of facilities during assigned shift.
- Use various cleaning materials and methods.
- Perform minor non-technical repairs.
- Observe and report need for maintenance and repair.
- Meet schedules and time lines.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and five years custodial experience including three years of lead or supervisory experience. Any combination of training and experience which could provide the required levels of knowledge and experience. College level coursework, Bachelor degree preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C Driver's license.

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.

- Hearing and speaking to exchange information.
- Walking or standing for extended periods of time.
- Dexterity of hands and fingers to operate a variety of hand and power tools.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Seeing to monitor and perform custodial work.
- Lifting, carrying, pushing or pulling moderately heavy objects up to 50 pounds.

WORK ENVIRONMENT:

Indoor/Outdoor 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. The noise level in the work environment is usually loud. Hazards include:

- Working around and with machinery having moving parts.
- Working in outside weather conditions.
- Subject to fumes, dust and odors.
- Exposure to cleaning agents and chemicals.