

CUSTODIAL SUPERVISOR
Classified Management Salary Schedule

DEFINITION

Under the direction of the Facilities Maintenance Manager, coordinates, schedules and assigns Custodian I services, operations and activities to ensure the proper cleaning and maintenance of assigned facilities and grounds, trains, supervises and evaluates the performance of assigned personnel.

EXAMPLES OF DUTIES

- Train, supervise and evaluate Custodian I personnel; select, discipline and coach personnel as appropriate
- Coordinate, schedule and assign custodial services and activities to assure proper and efficient cleaning and maintenance of District facilities
- Inspect work sites and review work to assure the proper and efficient completion of assignments and compliance with standards of cleanliness, safety and security
- Make recommendations regarding employee standards
- Train and instruct custodial personnel in the proper performance of duties, appropriate use of chemicals and equipment and the implementation of safety practices and procedures
- Ability to work a variety of schedules to provide oversight and supervision of employees scheduled in evening shifts
- Communicate with the Facilities Maintenance Manager, Principals and other district personnel concerning the scheduling, assignment and performance of custodial staff and custodial services
- Prepare and maintain regular custodial schedules and calendars; arrange for substitute or relief personnel as necessary.
- Order custodial supplies, material and equipment to maintain adequate stock; recommend the purchase of new equipment as needed.
- Assist in budget preparation, providing estimates and recommendations as requested; monitor expenditures.
- Respond to calls regarding vandalism, break-ins, fires and other emergencies at District sites during off-duty hours.
- Participate in training and professional development as required
- Coordinate communication and activities with other District departments and personnel, public safety agencies, local utilities, contractors, vendors and others as necessary; attend various meetings, seminars, training and in-services.

- Prepare and maintain various records and reports related to custodial operations, activities and personnel.
- Performs inspection of district facilities and grounds
- Performs other related work as required

QUALIFICATIONS GUIDE

Knowledge of:

- Methods, materials, equipment, and custodial supplies
- Laws regarding the cleanliness and maintenance of school buildings, grounds and equipment
- California Education Code
- Principles and practices of supervision
- Hazardous Communication/ Materials Safety Data Sheets (MSDS)
- Minor repairs to housekeeping equipment
- OSHA, Cal OSHA and local laws and regulations

Ability to:

- Plan, organize, supervise and evaluate the work of custodial personnel
- Develop and enforce safe work standards and high quality levels of service
- Maintain careful records and prepare accurate reports
- Coordinate the work of custodial personnel
- Implement and interpret district policies
- Understand, carry out and give oral and written instructions
- Establish and maintain cooperative relationships with those contacted in the course of work

Training and Experience:

Equivalent to completion of the twelfth grade; varied experience in custodial services and building maintenance, preferably in a school setting; and three years experience in supervising employees or any combination of training and experience that could likely provide the desired knowledge and abilities. Bi-lingual is recommended.

Licenses and Certificates:

- Possession of a valid California Driver's License and the ability to qualify for district vehicle insurance coverage.
- Possess and maintain valid CPR/First Aid certificates issued by an authorized agency

Physical:

Good physical condition; able to pass required district physical.

ESSENTIAL JOB FUNCTIONS :

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 50 pounds
- Able to carry up to 50 pounds
- Able to push and/or pull a variety of tools and equipment weighing up to 250 pounds
- Able to sustain strenuous manual labor for 8 hours
- Able to exhibit full range of motion for:
 - shoulder external rotation and internal rotation
 - shoulder abduction and adduction
 - elbow flexion and extension
 - shoulder extension and flexion
 - back lateral flexion
 - hip flexion and extension
 - knee flexion
- Able to operate office machines and equipment in a safe and effective manner
- Able to work in restricted spaces in a safe and effective manner
- Able to work at various elevated heights in a safe and effective manner
- Able to work with chemical agents in a safe and effective manner without allergic reaction
- Able to operate a variety of powered and manual equipment commonly found in janitorial and custodial services in a safe and effective manner
- Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner
- Able to operate a vehicle in a safe and effective manner

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.