

SUPERVISORY JOB DESCRIPTION

CUSTODIAL SUPERVISOR

JOB SUMMARY:

Under the general direction of the Director of Maintenance and Operations, provides assistance and guidance to custodial staff Districtwide regarding general District standards of cleanliness and organization; providing assistance to ensure adherence to District state, and federal codes and regulations; supervising District custodial staff; and performing related functions to resolve operational and/or safety concerns.

ESSENTIAL JOB FUNCTIONS:

- Visits campuses throughout the District to inspect and observe site conditions, notes deficiencies, and non-compliance issues.
- Generates and maintains checklists and reports to ensure standardization and regulatory compliance; advises site administrators of deficiencies.
- Assists custodial staff in implementing programs and/or projects (e.g., work order systems, inspection schedules, etc.) for the purpose of conforming to administrative, state and/or federal requirements.
- Verifies that appropriate cleaning supplies and materials are being used for specific tasks; provides guidance regarding means and methods of maintaining school facilities.
- Reviews and monitors site work orders to ensure stated outcomes are achieved, relevant policies and procedures are met, and services are efficiently provided.
- Coordinates appropriate storage of specific cleaning supplies in accordance with County Department of Environmental Health and other related regulatory agencies.
- Performs functions of other positions within area of responsibility for the purpose of ensuring adequate coverage of custodial operations.
- Communicates with a variety of parties (e.g., District personnel, outside agencies, etc.) to coordinate activities, resolve issues or concerns related to preventative maintenance work and/or schedule with site personnel.
- Verifies corrective action in response to notification by local fire inspection authorities.
- Maintains a variety of manual and electronic files and records (e.g., inspection reports, work orders, e-mail, vendor lists, building codes, etc.) for the purpose of documenting activities, providing an up-to-date reference, and audit trail.
- Performs and updates school inspections using the Facility Inspection Tool (FIT) process designed by the Office of Public School Construction (OPSC).
- Prepares and maintains a wide variety of reports, documents, and other written materials (e.g., budget input, estimates for time/materials, purchase orders, status reports, safety logs, etc.).
- Participates in meetings, workshops, and/or seminars for the purpose of providing and/or conveying information, identifying appropriate actions, and/or developing recommendations.
- Assists and coordinates with management for yearly and continuing training of custodial staff as it relates to equipment, chemicals, procedures, and processes.
- Works non-standard work hours. Schedule to be flexible insuring a minimum of two days a week working during the night custodial shift.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Skills are required to perform multiple, technical tasks with a need to periodically upgrade skills to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include possessing pertinent computer and word processing skills; operating equipment used in industrial cleaning and maintenance; ability to read blueprints; adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; and operating standard office equipment including using pertinent software applications.

Knowledge is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes methods and techniques of industrial cleaning; materials, tools, and equipment required to operate machines or equipment (e.g., high-pressure washers, floor polishers, vacuum cleaners, etc.) used in custodial activities; pertinent codes, rules, and regulations (e.g., fire codes, stormwater discharges, etc.); and safety practices and procedures.

Ability is required to schedule several activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: possessing strong interpersonal skills; communicating with diverse groups; adapting to changing work priorities; meeting deadlines and schedules; setting priorities; and working with frequent interruptions.

EDUCATION AND EXPERIENCE:

- Any combination of equivalent to high school diploma or equivalent, and five years of experience performing custodial/maintenance duties.

CERTIFICATIONS/LICENSES:

- Valid California Driver's License required.