

**CUSTODIAL SUPERVISOR****DEFINITION:**

Under supervision of the Manager of Maintenance and Operations, provide primary contact, work assignment and supervision of the custodial program, direct the custodial staff in technical and administrative aspects, evaluate the level of custodial effectiveness, and assist in the management of Maintenance and Operations as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize, coordinate, supervise and participate in the District facility cleaning functions and activities, including facility inspection and review, and the supervision of major cleaning and maintenance projects.
- Assist management in setting priorities for the districtwide custodial program.
- Assign, schedule, supervise and direct the work of employees performing custodial functions, assuring compliance with work specifications and timelines.
- Develop and establish uniform cleaning procedures, cleanliness standards and uniform cleanliness procedures.
- Evaluate and recommend new techniques and methods of custodial cleaning, chemicals and products, and equipment.
- Test new custodial supplies and equipment and make recommendations for purchasing.
- Assist in developing and managing the annual custodial budget.
- Assist in making and implementing work schedules and safety programs for each school.
- Inspect buildings for compliance with safety standards and evaluate the clean, sanitary, safety and staffing conditions at each site according to established District standards.
- Evaluate the performance of custodial staff under his/her direct supervision and provide input to the performance evaluation of site custodial staff.
- Participate in the decisions involving the recommendation of employment, promotion, demotion, transfer, retention, recognition, discipline, dismissal of custodial personnel, including substitutes and seasonal work staff.
- Assist in planning, developing and conducting of orientation and in-service training programs for all custodians, and organize, train, and supervise the substitute custodian staff.
- Supervise and make inspections of the work performed by custodians on all shifts, including the work of plant foremen and their assigned crews at times when the site administrator is not available.
- Confer with site administrators and supervisors to evaluate custodial service and make recommendations regarding custodial staffing and workloads, and to discuss special problems regarding the care and cleaning of the plant.
- Give technical advice and information to other personnel on custodial matters as needed.
- Assist in the review of new construction plans and prepare recommendations as to maintenance and operations implications.
- Coordinate and provide assistance to special events within the District.
- Maintain records and prepare reports as required.
- Perform other duties as assigned.

**QUALIFICATIONS:****Knowledge of:**

Methods, materials, tools, and equipment used in the custodial trades; requirements for maintaining school buildings and equipment in a safe, clean and orderly condition; general industry safety practices and standards within the custodial trades; cost effective practices in the field of custodial maintenance and budget preparation; and principles of effective personnel management and supervision.

Ability to:

Plan, organize, supervise, direct and evaluate the work of custodial personnel; read, interpret and work from drawings, blueprints, and equipment manuals; read and interpret local, state, and federal codes and regulations; estimate job costs, perform necessary math functions, and ensure work is within scope of projects and timelines; use computer software including word processing and spreadsheets; follow written and oral directions; communicate effectively both orally and in writing; use sound judgment in interpreting and applying policies and procedures; establish and maintain effective working relationships.

Experience:

Three years of experience that has provided the applicant with the knowledge and abilities listed above. Experience in lead or supervisory positions desired.

Education:

Graduation from high school.

Physical Performance Requirements:

Must be able to visit and inspect buildings and the work of custodians, and should be able to climb ladders, stoop and/or walk in the performance of routine facilities inspections. Frequent lifting and maneuvering of up to 50 to 60 pounds, with occasional lifting and maneuvering of up to 100 pounds with or without assistance. Frequent standing or walking much of the time with some twisting, bending, stooping, and squatting also required. May work on irregular surfaces or at heights above the ground.

Licenses:

Possession of a valid California Driver's License.  
State Operator's License for Lift Trucks.

Board Approved: February 8, 2005