

GROUNDS AND CUSTODIAL SUPERVISOR**DEFINITION:**

Under supervision of the Manager of Maintenance, Operations and Construction, provide primary contact, work assignment and supervision of the grounds maintenance, landscaping and custodial programs, direct the staff in technical and administrative aspects, evaluate the level of grounds maintenance and 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 gardening, grounds and operations maintenance program, district facility cleaning functions and activities, including facility inspection and review, and the supervision of major cleaning projects.
- Assist management in setting priorities for the districtwide grounds and custodial maintenance program.
- Assign, schedule, supervise and direct the work of employees performing a variety of grounds maintenance and custodial functions, assuring compliance with work specifications and timelines.
- Identify, requisition, and order grounds maintenance supplies materials, and equipment.
- Establish schedules for ongoing preventative maintenance and replacement of equipment.
- 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.
- Oversee the District's pesticide and herbicide application program.
- Assist with the design and layout of sprinkling systems, athletic fields, and other grounds modifications.
- Inspect and review District grounds and landscaped areas and all buildings to ensure against safety hazards, improper maintenance, and evaluate the clean, sanitary, safety and staffing conditions at each site according to established District standards.
- Assist in developing and managing the annual grounds and custodial budget.
- Inspect school sites regularly to insure accomplishment of grounds maintenance and custodial objectives.
- Participate in the decisions involving the recommendation of employment, promotion, demotion, transfer, retention, recognition, discipline and dismissal of personnel, including substitutes and seasonal work staff.
- Evaluate performance of staff under supervision and provide input to the performance evaluation of staff.
- Assist in planning, developing and conducting of orientation and in-service training programs for all grounds maintenance and custodial personnel; organize, train, and supervise the substitute grounds maintenance and custodial staff.
- Confer with site administrators and supervisors to evaluate grounds and custodial maintenance and respond to concerns by school and the public regarding issues related to grounds and maintenance.
- Operate equipment as necessary and train ground staff in the proper methods, materials and equipment with economy and safety.
- Manage user maintenance of vehicles and all equipment, manage the automotive repair facility.
- Give technical advice and information to other personnel on Grounds and custodial matters as needed.
- Assist in the review of new construction plans and prepare recommendations as to maintenance and operations implications.
- 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.
- Oversee and manage the District after hours security patrol effort.
- 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 and equipment used in facilities and ground maintenance, and landscaping, including soil preparation, planting, cultivating and caring of lawns, flowers, shrubs, trees and plants; requirements for maintaining grounds and equipment in a safe, clean and orderly condition and in the custodial trades; requirements for maintaining school buildings grounds 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; care and use of fertilizers and insecticides; athletic field layout, irrigation systems; general industry safety practices and standards within the grounds trade; grounds maintenance work schedules; and principles of effective personnel management and supervision.

Ability to:

Plan, organize, supervise, direct and evaluate the work of grounds maintenance and custodial personnel, and perform technical grounds maintenance tasks; read, interpret and work from drawings, blueprints, and equipment manuals; read and interpret local, state, and federal codes and regulations; maintain and monitor work schedules; assume leadership of and train grounds maintenance and custodial crews; keep records, prepare reports, and administer a preventive maintenance program; estimate job costs, perform necessary math functions, and apply control procedures within the scope of projects; 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 in grounds maintenance work which 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 grounds and buildings and the work of grounds maintenance and custodial personnel, 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 and appropriate California Driver's License.
State Operator's License for Lift Trucks.

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