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<b>Position:</b>	Supervisor, Custodial Services	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Custodial, Maintenance	<b>Salary Grade:</b>	31
<b>Reports to/Evaluated by:</b>	Manager	<b>Salary Schedule:</b>	Classified Management

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**SUMMARY**

Supervises, assigns, reviews and participates in the work of staff responsible for providing custodial operations and plant operations. Ensures that school and district facilities are suitable for use by complying with cleanliness and safety requirements.

**DISTINGUISHING CAREER FEATURES**

The Supervisor of Custodial Services is a labor intensive, first-line supervisory position, responsible for supervising, coordinating, and reviewing the work of a large custodial staff assigned to perform a variety of custodial and routine maintenance duties at school sites, and District facilities that are geographically dispersed. The position is accountable for efficient and effective use of assigned staff, supplies, equipment, and time to provide optimum service. To be considered for this position, prospective incumbents must demonstrate the ability to optimize the use of staff through efficient allocation of work, conduct quality assurance and performance appraisals, and administer an operating budget.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for providing custodial and general maintenance within the custodial organization. Ensures high levels of staff productivity by reviewing inspections, reports, and physically observing work performed.
- Develops and communicates annual work schedules for custodial staff by identifying and interpreting school calendars, activities, budgets, and available productive time available.
- Provides supervisory support to assigned staff to ensure they have necessary supplies and tools to complete work assignments. Obtains supplies and working equipment for use by custodians by distributing to School Plant Supervisors.
- Participates in the selection of custodial staff. Provides or coordinates staff training. Works with employees to learn additional skills and correct deficiencies.
- Recommends and assists in the implementation of goals and objectives. Establishes schedules and methods for providing custodial and general maintenance services. Implements policies and procedures.
- Participates in preparation and administration of custodial budgets. Submits budget recommendations, monitors expenditures, prepares estimates for costs of unanticipated events and special assignments. Prepares various reports on operations and activities.

- Confers with school plant supervisors regarding the care and cleaning of district facilities. Assists in the scheduling of night custodial staff. Prepares and conducts formal classroom instruction regarding proper cleaning procedures, supervisory techniques and related issues.
- Schedules and supervises project teams such as, but not limited to floor crews. Oversees cleaning, stripping, and resurfacing of floors.
- Supervises and participates in maintaining records, performing a variety of general office tasks. Serves as liaison between School Plant Supervisors and night custodial staff. Serves as liaison between District and school sites.
- Coordinates and supervises set up and take down of equipment for athletic events, school and outside activities, as needed, or when School Plan Supervisors need assistance.
- Prepares a variety of reports for District and external agency use. Participates in the process of developing and implementing mandated safety training programs such as training on MSDS, blood borne pathogens, equipment usage etc.
- May perform the duties of a Custodian in urgent or absentee situations.
- Performs other duties as assigned that support the overall objective of the position.

## **QUALIFICATIONS**

**Knowledge and Skills:** The position requires thorough knowledge of methods, materials, tools and equipment used in custodial and general maintenance. Requires thorough knowledge of the principles and processes used in running a complete custodial system on an institutional scale. Requires a working knowledge of effective time-management practices. Requires a working knowledge of the principles and practices of supervision and applicable work rules. Requires considerable skill in using the full range of equipment used in custodial work. Requires an in-depth knowledge of District facilities and District operations. Requires considerable knowledge of chemical safety, use and handling. Requires sufficient knowledge of work hazards and safety practices to conduct training of Custodians. Requires basic report writing and record keeping skills. Requires sufficient knowledge of and skill at using personal computer applications such as spreadsheets, databases, and e-mail. Requires sufficient math skills to prepare cost estimates, record and measure volumes and mixtures, and prepare budgets. Requires sufficient human relations skills to supervise others, review performance, train, and work cooperatively with internal and external customers.

**Abilities:** Requires the ability to carry out the functions of the position and accomplish operational goals. Requires the ability build productive work teams, schedule, assign and review the work of subordinates. Must be able to select, supervise, train and evaluate staff. Requires the ability to evaluate and make recommendations regarding the use of custodial products. Requires the ability to plan, prioritize, and assign work in order to meet yearly schedules and timelines. Must be able to write and maintain routine and sometimes complex records according to Federal, State, local and District standards. Must be able to write reports and correspondence. Requires the ability to work varying work schedules.

**Physical Abilities:** Incumbent must be able to function effectively indoors and outdoors engaged in work of a moderately active nature. Requires the ability to maintain cardiovascular fitness to engage in strenuous physical labor on an occasional basis. Requires near visual acuity to write, to read directions

and product labels, and to observe work in progress. Requires sufficient hearing and speech for ordinary, telephonic, and 2-way radio communication, to hear sound prompts from equipment, and to determine if equipment is functioning properly. Requires manual and finger dexterity to write and to clean and make minor repairs. Requires the ability to lift, carry (max. 50 lbs.), push, pull, bend, squat, reach, and twist and turn. Requires the ability to stand and walk for intermittent periods of time.

**Education and Experience:** The position requires a High School diploma or equivalent plus additional supervisory training and 3 years experience at School Plant Supervisor level

**Licenses and Certificates:** Requires a valid driver's license.

**Working Conditions:** Work is performed indoors and outdoors where health and safety considerations exist from occasional