

CLASSIFIED PERSONNEL

CUSTODIAL SUPERVISOR I

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Grounds and Custodial Supervisor, the job of Custodial Supervisor I is done for the purpose/s of overseeing, supervising, scheduling, coordinating, and planning site custodial operations during the assigned shift; implementing the district's custodial program for facility upkeep and security through; maintaining attractive facilities; ensuring the availability of required cleaning equipment, tools and supplies; protecting against deterioration of facilities; maintaining facilities for classroom and administrative requirements, including conducting cosmetic building repairs and identifying building maintenance needs; ensuring assignments are completed in a safe, proper and timely manner and direction of assigned custodial workers; supervising and evaluating personnel assigned to the custodian program.

DISTINGUISHING CHARACTERISTICS

This single position class is distinguished from similar jobs by the following characteristics: the Custodial Supervisor I provides direction, supervision, oversight and coordination of custodial operations occurring during evening/night shifts at all school sites. While the position primarily serves during evening and night hours, there are times during the year when the hours may change to daytime such as at special events, or during winter, spring, or summer breaks. The Custodial Supervisor I class differs from the School Plant Supervisor and Custodian Crew Leader positions which are lead classifications in the bargaining unit and spend a significant portion of their assigned hours performing work similar to the work of Custodians and facilitate work coordination and clarification for short term work assignments and coverage. The Custodial Supervisor I differs from the Grounds & Custodial Supervisor which is the class responsible for maintaining clean, sanitary building interiors and attractive exterior grounds, including responsibility for the District's integrated pest management program.

ESSENTIAL JOB FUNCTIONS

- Supervises and evaluates custodial activities and personnel during assigned shift.
- Inspects facilities and grounds for the purpose of planning and scheduling, in coordination with site administrators and custodial staff, needed cleaning and upkeep, and/or for monitoring custodial operations at district sites.
- Assists in the development of long and short range plans/programs for the purpose of ensuring that the District's resources for the custodial program are effectively utilized.
- Assists in the management of a program of custodial equipment maintenance for the purpose of ensuring the availability of required machines, equipment and tools in a safe operating condition.
- Participates in various meeting activities (e.g., staff meetings, training, professional organizations, site custodial crews) for the purpose of receiving and/or conveying information relating to professional requirements, new products and technology, and networking with other professionals in the field.
- Prepares documentation (e.g., schedules, cost and labor estimates, work orders, plans and specifications) for the purpose of providing written support, conveying information, and responding to requests.

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- Procures equipment, tools, supplies and materials for the purpose of maintaining availability of required items for custodial operations and completing work functions at district sites efficiently.
- Recommends policies, procedures and actions for the purpose of providing direction and making decisions.
- Prepares various documents (e.g., requisitions, time studies, productivity assessments evaluation reports) for the purpose of providing necessary information to State/Federal agencies and appropriate district personnel and/or developing collective bargaining contract specifications and other human resource programs.
- Responds to emergencies relating to site maintenance operations for the purpose of determining and implementing appropriate actions required to resolve reported situation.
- Oversees department activities during assigned shift (e.g., cleaning, minor repairs, scheduled and deferred maintenance) for the purpose of ensuring that the department functions are being provided in a safe and efficient manner for the district's operations.
- Supervises custodial department activities (e.g., cleaning, minor repairs, arranging furniture) for the purpose of ensuring that the custodial services program provides a sanitary, safe and attractive environment in accordance with the various site requirements.
- Performs a variety of personnel functions (e.g., interviewing, hiring, evaluating, training, staffing, scheduling, motivating, supervising) for the purpose of providing an efficient custodial services operation throughout the district.
- Researches rules and regulations (e.g., health, safety, education code, professional standards) for the purpose of ensuring that the custodial services are provided in accordance with established standards.
- Coordinates custodial services with principals, other administrators and site staff as appropriate for the purpose of ensuring the required levels of service are provided within the scope of the custodial functions.
- Performs custodial and set up functions as needed for the purpose of assisting subordinates personnel to accomplish special projects or in unusual circumstances.
- Presents training programs for the purpose of developing staff custodial skills, presenting new techniques and equipment and implementing program standards.
- Supports the Grounds and Custodial Supervisor (e.g., recommending, staffing requirements and operational priorities) for the purpose of assisting with the job functions and responsibilities for supervising programs and custodial personnel for maintaining clean, sanitary building interiors.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

JOB REQUIREMENTS – QUALIFICATIONS

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KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: policies and objectives of assigned program and activities; requirements of maintaining school buildings in a safe, clean and orderly condition; health standards and hazards; safety practices and procedures; knowledge of pertinent codes, policies, regulations and/or laws; methods, materials and equipment used in custodial and general maintenance work; safe practices related to cleaning methods and procedures; principles and practices of supervision and training; interpersonal skills using tact, patience and courtesy; record-keeping techniques; school security requirements; oral and written communication skills; inventory methods and practices.

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: administering personnel policies and practices; applying pertinent codes, policies, regulations and/or laws; operating standard custodial equipment and office equipment including utilizing pertinent software applications; planning and managing projects; preparing and maintaining accurate records.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and groups; work with data of varied types and purposes; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: plan, schedule and oversee custodial activities at multiple sites; estimate time and materials involved with the custodial program; adhere to safety practices, observing and reporting safety hazards and need for maintenance and repair; read, interpret and follow rules, regulations, policies and procedures; estimate and order required custodial supplies and equipment; operate, and train others in the use of, a variety of related machines and equipment; establish and maintain cooperative and effective working relationships with others; train, supervise and evaluate personnel; meet deadlines, schedules and time lines; be attentive to detail; work under time constraints; communicate effectively, providing, understanding, and following oral and written instructions; work independently with little direction.

RESPONSIBILITY

Responsibilities include: working under limited supervision using standardized practices and methods. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under minimal temperature variations and some hazardous conditions.

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EXPERIENCE AND EDUCATION

Any combination of education and experience equivalent to graduation from high school , four years of custodial experience in a school or related environment and one year in a lead capacity in a related field is required.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CERTIFICATES

California Class C Driver's License; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

CONTINUING EDUCATION/TRAINING

None Specified

CLEARANCES

Fingerprint Clearances issued by the California Department of Justice and the Federal Bureau of Investigation (FBI); TB Clearance. Pre-employment physical examination including negative drug screen.

FLSA Status

Nonexempt

Salary Range

Supervisory