

SUPERVISOR CUSTODIAN - DISTRICT

Purpose Statement

The job of Supervisor Custodian - District was established for the purpose/s of supervising the maintenance services for Central Services and other assigned buildings; coordinating the building and grounds maintenance needs with maintenance personnel; and supervising and supporting assigned personnel in the performance of their job functions.

This job reports to Executive Director of Business Services

Essential Functions

- Assists with inservice training (e.g. blood borne pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of providing information on new and/or improved procedures.
- Attends meetings as assigned (e.g. inservice, training, crisis management, etc.) for the purpose of conveying and/or receiving information.
- Coordinates a variety of activities (e.g. substitute custodians, cleaning programs, special custodial work, furniture/equipment set ups, training, crisis management programs, equipment repairs, etc.) for the purpose of delivering services in conformance with established guidelines.
- Coordinates the safety and security of the employees or the property for the purpose of minimizing exposure to injury, loss and/or liability.
- Coordinates, plans and controls the budget with others in the department and/or subdivision for the purpose of meeting department objectives within budget.
- Determines the type of materials, equipment, supplies to be used or purchased for the purpose of ensuring the availability of items as needed to complete projects.
- Estimates time and material costs for the purpose of providing necessary information for making decisions and/or taking appropriate action.
- Inspects site safety equipment (e.g. fire extinguishers, emergency lighting, etc.) for the purpose of ensuring that equipment is in proper working order.
- Issues site building access keys/electronic credentials for multiple facilities for the purpose of providing access to facilities and maintaining key controls.
- Maintains manual and electronic documents, files and records (e.g. inspection records, time sheets, work orders, supplies, chemical storage, crisis management data, key controls, etc.) for the purpose of ensuring an up to date reference and audit trail.
- Manages beverage vending machines at Central Services (e.g. filling, collection of currency, restocking, etc.) for the purpose of maintaining beverage services.
- Monitors and implements processes for the purpose of ensuring compliance with legal and administrative requirements.
- Performs personnel functions (e.g. recommending selection and termination of employees, facilitating growth and development of employees within the department or subdivision, conducting evaluations in a timely manner, conducting interviews and reference calls, designing and developing work assignments, etc.) for the purpose of forwarding recommendations to Human Resources and/or ensuring adequate staffing to meet unit objectives in an efficient and effective manner.
- Performs routine preventative maintenance tasks on heating, electrical, air conditioning and water equipment (e.g. resetting controls, changing filters, etc.) for the purpose of ensuring equipment is in proper working condition.
- Performs the full range of custodial and grounds duties for the purpose of ensuring an efficient and effective work environment.

- Prepares written materials (e.g. work orders, requisitions, evaluations, personnel records, inspection records, etc.) for the purpose of documenting activities, providing written support and/or conveying information.
- Provides training to assigned employees (e.g. asbestos, sexual harassment, blood borne pathogens, etc.) for the purpose of ensuring that the department objectives are achieved in a safe and efficient manner.
- Requisitions supplies for the purpose of ensuring availability of items required to properly maintain facilities.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, unauthorized persons, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Reviews the work of assigned employees for the purpose of ensuring compliance with applicable standards and specifications.
- Serves as a member of the School District's Custodial Committee for the purpose of making recommendations and assisting in the implementation of goals and objectives.
- Supervise room, furniture and equipment arrangements for special events for the purpose of ensuring the provision of adequate arrangements for meetings, activities and events.
- Supervises assigned personnel (e.g. recommending, evaluating, etc.) for the purpose of ensuring department functions are performed efficiently and in conformance with required safety and regulatory standards.
- Transports various items to other sites as assigned for the purpose of providing materials at job site and/or school site as may be required.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating and repairing equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; safety practices and procedures; health standards and hazards; and computerized HVAC systems, and principles of lead supervision and training.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety 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 a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of some 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: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is required.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

MVR (Motor Vehicle Record) Clearance

FLSA Status

Exempt

Approval Date

11/8/2010

Salary Grade

Exempt 60X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____