SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Custodian Crew Supervisor

REPORTS TO: Assigned Supervisor

DEPARTMENT: Physical Plant Operations

CLASSIFICATION: Classified

FLSA: Non-Exempt

SALARY GRADE: 024 AASD

REVISED: February 13, 2018

BASIC FUNCTION:
Organize, direct, and supervise the work of one or more traveling crews of custodial employees to provide thorough cleaning service to schools.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

E = Essential Functions

Act as a working supervisor; plan, schedule, supervise, and assign work to one or more traveling crews which provides thorough cleaning service to schools. E

Confer with site designee regarding scheduled cleaning; train, supervise, and evaluate the work of assigned custodial staff. E

Perform inspections and test/evaluate/review products and equipment; order cleaning supplies. E

Prepare time sheets, equipment repair orders, requisitions, and other required forms. E

Make minor repairs and adjustments to equipment. E

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to thirty months of satisfactory service in the class of Building Services Supervisor/Special Schools, Building Services Supervisor I, II, or III, Senior Custodian Crew Leader, Custodian Crew Leader, or any combination thereof.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Modern cleaning methods, materials, and equipment.
Principles of supervision and training.
Applicable laws, codes, regulations, policies, and procedures.
Operation of a computer and related software applications.
Oral and written English communication skills.

ABILITY TO:
Plan and organize work schedules.
Instruct custodial personnel and to supervise and evaluate their work performance.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
Analyze data, make recommendations, and prepare a variety of reports.
Effectively utilize software applications in the performance of duties.
Train, supervise, and evaluate the work of assigned staff.
Communicate effectively and maintain cooperative relationships.
Plan and organize work.
Meet schedules and time lines.
Maintain records.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor environments.

PHYSICAL REQUIREMENTS:
Strength and energy sufficient to maintain a rigorous work schedule involving continuous physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally as needed; lifting heavy objects.

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