

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

---

<b>TITLE:</b>	Building Services Supervisor III	<b>REPORTS TO:</b>	Site Administrator
<b>DEPARTMENT:</b>	Various Sites	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	022 AASD Supervisors'
<b>REVISED:</b>	January 15, 2002		

---

**BASIC FUNCTION:**

Supervise a custodial staff; responsible for the operation, cleanliness, and sanitary condition of a school plant with permanent and portable building spaces totaling between 70,001 and 170,000 square feet.

**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**

Acts as working supervisor; coordinate the work of all custodians assigned to the school; plan and assign work schedules.

Supervise the operation of heating, ventilating, and lighting systems. **E**

Order, receive, store, and distribute instructional and custodial supplies. **E**

Assist in conducting inservice training. **E**

Train, supervise, and evaluate the work performance of custodial staff. **E**

Perform special services for school staff, pupils, and the public using school facilities. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to twenty months of satisfactory service in the class of Building Services Supervisor/Special Schools, Building Services Supervisor I or II, Senior Custodian Crew Leader, Custodian Crew Leader, or Relief Custodian.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern cleaning methods, materials, and equipment used in custodial maintenance.

Heating, ventilating, and lighting systems.

Reading and writing English communication skills.

**ABILITY TO:**

Plan and organize work schedules and provide stock and supply room services.  
Train, assign, direct, supervise, and evaluate the work of custodial staff.  
Operate standard office equipment including microcomputers and related software applications.  
Establish and maintain effective working relationships with others.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain records.  
Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment; exposure to dust, chemicals, bloodborne pathogens, variances in temperature, and equipment with moving parts.

**PHYSICAL REQUIREMENTS:**

Occasional lifting, carrying, and maneuvering heavy objects; occasional standing, squatting, climbing, kneeling, twisting, simple grasping; frequent to constant walking, including walking on gravel or uneven surfaces; bending at the neck or waist; stooping, reaching, pushing, and pulling.

Revised 3.14.04—PeopleSoft  
Job Code 7523  
PH