

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Custodian Crew Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Management	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	024 AASD Supervisors'
REVISED:	July 1, 2002		

BASIC FUNCTION:

Organize, direct, and supervise the work of a traveling crew 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 a traveling crew which provides thorough cleaning service schools. **E**

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

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, 11, or III, Senior Custodian Crew Leader, Custodian Crew Leader, or any combination thereof.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern cleaning methods, materials, and equipment.
Reading and writing English communication skills.

ABILITY TO:

Plan and organize work schedules.

Instruct custodial personnel and to supervise and evaluate their work performance.

Communicate effectively and maintain cooperative relationships.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

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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Job Code 7530

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