

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Custodial Operations Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Management	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	034 Supervisors'
REVISED:	June 14, 2004		

BASIC FUNCTION:

Provide technical, staff, or advisory supervision to schools and custodial staffs assigned and provides assistance to Custodial Operations Programs Supervisory staff.

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

Maintain a continuous schedule of inspection trips to schools in the district. **E**

Assist principals and Building Services Supervisors in planning work schedules and assigning duties to the custodial staff. **E**

Prepare summer assignment schedules for extra help and substitute workers. **E**

Make detailed work load surveys. **E**

Plan, organize, and assist in the conduct of inservice training programs for custodial personnel. **E**

Schedule and supervise the preparation and refinishing of gym floors. **E**

Contact principals and other school personnel regarding assignments or operational problems. **E**

Test and evaluate floor preservative cleaning materials and equipment. **E**

Order and deliver supplies and equipment. **E**

Assist in the selection of custodial supplies and equipment for quantity purchase. **E**

Answer after-hour emergency calls. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to three years of satisfactory service in the job class of Building Services Supervisor III or Plant Operations Supervisor, or a combination of these classes. Must be currently assigned in regular status in either class.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern cleaning methods, materials, and equipment and of district policies, rules, and regulations pertinent to the operation and maintenance of school plants and supervision of custodial personnel.
Storage and supply, heating, ventilating, and lighting systems.
Reading and writing English communication skills.

ABILITY TO:

Plan schedules and supervise custodial activities.
Supervise inservice training programs.
Apply modern work measurement and scheduling techniques.
Establish and maintain effective working relationships with others.
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 an active work schedule involving driving and/or 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 light objects.

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