

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Custodial Operations Program Supervisor	REPORTS TO:	Director, Physical Plant Operations
DEPARTMENT:	Physical Plant Operations	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	044 AASD Supervisors'
ISSUED:	September 9, 2008		

BASIC FUNCTION:

Plan, organize, and supervise the custodial operations program; assist with developing and administering budgets for assigned labor, supplies, and equipment; coordinate custodial program services with Physical Plant Operations, site administrators, and other district 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

Provide leadership and direction for the activities and personnel of the custodial operations program. **E**

Provide support to site administrators, Zone Managers, and Custodial Services Supervisors in all aspects of custodial operations. **E**

Develop, implement, and interpret policies and procedures for program services. **E**

Review and resolve issues related to program services or personnel at district or leased sites, and provide information to site administrators and other district staff, parents, and the public. **E**

Keep abreast of changes in technology and techniques, and plan and conduct programs of testing and evaluation of new products, processes, procedures, and methods for use in custodial operations. **E**

Develop custodial budgets including assigned responsibilities for personnel, services, materials, and equipment. **E**

Exercise control for effective use of budgeted funds. **E**

Conduct special studies, maintain a variety of records, and prepare reports for department use. **E**

Determine district standards of time allocations, plan for and oversee custodial staffing at school sites and other district facilities. **E**

Estimate labor and material costs. **E**

Drive a district vehicle. **E**

Ensure safety practices and regulations are followed. **E**

Coordinate procurement of materials and equipment with district purchasing department or vendors. **E**

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

Identify training needs, conduct inservice training, and oversee promotional testing of staff. **E**

Work with site administrators and supervisory staff to resolve personnel issues including disciplinary actions. **E**

Establish and maintain within district policy and negotiated contracts proper accounting controls for time reporting. **E**

Maintain schedule of inspection trips to schools and other district sites. **E**

Act as contact person for outside regulatory agencies, county inspection agencies, and county recycling agencies. **E**

Assist Human Resource Services Division with recruitment, written performance examinations, interviews, and other processes for hiring and assigning persons to custodial program classifications. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to six years of recent supervisory experience in a large maintenance department, combined with successful completion of formal training or education in supervision or management practices.

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:

- Organizational development principles and practices.
- Modern cleaning methods, techniques, materials, and equipment used in all phases of custodial programs.
- Policies, rules, and regulations pertinent to custodial operations and maintenance of district sites.
- Proper safety practices and regulations.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Reading and writing English communication skills.

ABILITY TO:

- Provide leadership and direction in assigned functions.
- Plan, organize, supervise, and evaluate the work of staff.
- Read blueprints, plans, and specifications.
- Estimate labor and material costs and control assigned segments of department budget.

Develop and manage department budgets.
Train, supervise, and evaluate the work of assigned personnel.
Communicate effectively, both orally and in writing.
Establish and maintain effective working relationships with all levels of district staff, the public, regulatory agencies, and vendors.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Maintain current knowledge of applicable provisions of applicable federal, state, and district laws, rules, and regulations.
Operate a computer and assigned office equipment.
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 to moderately heavy objects.

Job Code 7539

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