

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Custodial Services Supervisor	REPORTS TO:	Zone Manager, PPO
DEPARTMENT:	Physical Plant Operations	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	036 AASD Supervisors'
ISSUED:	September 9, 2008		

BASIC FUNCTION:

Supervise the custodial and related services in the assigned area of the school district to ensure facilities are maintained in a condition of operating excellence and full educational use; supervise assigned personnel.

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

Establish and evaluate the effectiveness of work schedules for site based custodial staff. **E**

Perform regular inspections of each assigned school for quality of workmanship, specified materials, progress, safety and cleanliness; make follow-up inspections on all unsatisfactory ratings; and identify improvement recommendations and strategies. **E**

Provide support to site administrators in all aspects of custodial operations. **E**

Review operational items from safety inspections with schools to facilitate need for timely completion. **E**

Provide a full report of daily activities to the zone manager; maintain necessary personnel and other records related to the assignment. **E**

Advise the zone manager of any or all problems requiring further discussion or clarification. **E**

Train, supervise, and evaluate the work performance of assigned personnel; recommend formal training programs as needed. **E**

Order materials as needed and make evaluations of supplies and equipment for purchase recommendations. **E**

Assist in the evaluation of new materials, equipment, training programs, chemicals and processes as to their utilization in the school district. **E**

Follow up on all complaints received from schools and provide reports accordingly. **E**

Review current developments, literature and technical sources of information related to job responsibilities; attend required training programs. **E**

Meet with labor union and management as required to assist with labor contract negotiations, compliance with labor contracts, and grievance procedures. **E**

Conduct and coordinate safety, compliance, and skill-based training programs at each assigned school or center and within the work assignment of each custodian; coordinate product-specific training with vendors. **E**

Assist sites with coordination of repair needs of custodial cleaning equipment. **E**

Meet with the assigned school/facility administrators to apprise them of the work schedule and scope of work as it relates to any special projects scheduled at their site. **E**

Coordinate, implement, and monitor quality assurance programs and pilot projects in the use of new cleaning products, equipment, work practices, and methodologies. **E**

Ensure adherence to good safety procedures. **E**

Drive a district vehicle. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to five years of recent, directly related, progressively responsible experience, including three years of supervisory experience.

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, materials, and equipment.

Policies, rules, and regulations pertinent to the operation and maintenance of school sites and supervision of custodial personnel.

Building custodial materials and equipment and the occupational hazards and safety precautions necessary in the use and preparation of cleaning materials.

Requirements of the State Department of Education, Health and Rehabilitative Services, and OSHA related to custodial services.

Storage and supply, heating, ventilating, and lighting systems.

Regulations and procedures related to assigned areas of responsibility.

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, schedule, and supervise custodial activities.
Supervise in-service training programs.
Analyze situations accurately and adopt an effective course of action.
Apply modern work measurement and scheduling techniques.
Train, supervise, and evaluate the work of assigned personnel.
Maintain current knowledge of applicable provisions of applicable federal, state, and district laws, rules, and regulations.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Maintain records and prepare reports.
Meet schedules and time lines.

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 7538

FK