

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Building Services Supervisor I	REPORTS TO:	Site Administrator
DEPARTMENT:	Various Sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	028 OSS
REVISED:	September 17, 2001		

BASIC FUNCTION:

Responsible for the operation, cleanliness, and sanitary condition of a school plant with permanent and portable building spaces totaling up to 42,000 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

Coordinate the work of all custodians assigned to the school; develop, organize, and assign work schedules. **E**

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 custodial staff and direct their work performance. **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 permanent status in the class of Custodian or Locker Room Attendant.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern cleaning methods, materials, and equipment used in custodial maintenance.
Heating, ventilating, and lighting equipment and systems.
Reading and writing English communication skills.

ABILITY TO:

Plan and organize work schedules and provide stock and supply room services.
Order and distribute custodial supplies and equipment.
Train, assign, and direct 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.

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PH