

JOB DESCRIPTION

National School District

CUSTODIAL SUPERVISOR

Purpose Statement:

The job of Custodial Supervisor is done for the purpose/s of under the direction of the Director of Maintenance and Operations, organizes and directs the activities and operation of the Custodial Departments; assures District buildings and adjacent grounds are maintained in a clean, orderly and secure condition; trains and evaluates the performance of assigned personnel.

Essential Functions

- Confers with District administrators and other departments for the purpose of establishing custodial priorities and exchanging information regarding custodial projects and activities.
- Coordinates custodial and furniture set-up requests for special events for the purpose of providing adequate preparations for meetings, classroom activities and events.
- Directs the day to day activities and operations of custodial department (e.g. work schedules, substitute custodian coverage, time cards, etc.) for the purpose of ensuring that assignments are completed in a safe, proper and timely manner.
- Inspects buildings and facilities for the purpose of maintaining a sanitary, safe and attractive environment and training staff in the safe work practices.
- Monitors custodial budget and related activity for the purpose of ensuring that allocations are accurate and expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars (e.g. new procedures and standards, safe and proper work practices, demonstrate proper use of equipment, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs custodial functions as may be required for the purpose of ensuring that the facilities are safe and making minor repairs to furniture and equipment.
- Prepares a variety of reports, record and/or files related to assigned activities and personnel for the purpose of documenting activities and/or conveying information.
- Recommends equipment, materials and supplies for custodial operations (e.g. evaluates products, obtains price quotes, etc.) for the purpose of providing direction for meeting the district's goals and objectives.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Supervises department functions including hiring/termination recommendations, planning / scheduling / coordinating activities, training, advising, consulting, evaluating, etc. for the purpose of ensuring that the department functions in a safe and efficient manner.
- Supports the Director of Maintenance and Operations for the purpose of providing assistance with their administrative functions.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; operating equipment used in custodial services; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of industrial cleaning; safety practices and procedures

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with persons of varied backgrounds; providing direction and leadership; setting priorities; working as part of a team; working with frequent interruptions; and adapting to changing priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; and supervising the use of funds. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 25% sitting, 50% walking, and 25% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Community College and/or Vocational School degree with study in job related area.

Required Testing

Pre-Employment Drug Screening
Pre-Placement Physical Exam

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

4/24/2002

Salary Grade

Supervisory 40