

## **CUSTODIAL SUPERVISOR**

### **BASIC FUNCTION:**

Under the direction of the Plant Manager, plan, coordinate and participate in the evening custodial program and activities of an assigned high school; inspect building facilities and consult with maintenance personnel and District administrators to coordinate and prioritize work projects; train, assign and provide work direction to assigned staff.

### **REPRESENTATIVE DUTIES:**

- Assure the proper and efficient cleaning of school buildings and facilities. **E**
- Inspect school buildings and facilities to determine needed maintenance and repair; inspect the work of night crew to assure completion of assigned projects. **E**
- Communicate with Plant Manager, maintenance personnel, administrators and others to coordinate, prioritize and schedule work projects, student activities, events and athletics. **E**
- Train and provide work direction to assigned staff; assign and review work and participate in the selection of new personnel as assigned; recommend and participate in disciplinary actions according to established District guidelines as necessary; assign and oversee the work of Community Service and Youth workers. **E**
- Determine needed equipment, materials and supplies for school custodial operations; requisition a variety of supplies and equipment according to established procedures. **E**
- Prepare and maintain records, files, logs and reports related to personnel, inventory, supplies, work requests, work performed, vandalism and safety issues; maintain calendar of facilities use and prepare related reports. **E**
- Conduct various informational and training meetings for custodial staff to assure safe and proper work practices as directed. **E**
- Respond to emergency situations and communicate with local and emergency services or police as required. **E**
- Secure campus at end of shift. **E**
- Participate in a variety of custodial activities as necessary. **E**
- Perform related duties as assigned.

### **KNOWLEDGE OF:**

Supervisory techniques.

Methods, materials and equipment used in custodial work.

Requirements of maintaining buildings and facilities in a safe and clean condition.

Appropriate safety precautions and procedures.

Cleaning equipment, tools, materials and supplies used in custodial work.

Methods of organizing and scheduling work loads.

Principles and practices of training and providing work direction.

Proper methods of storing equipment, materials, chemicals and supplies.

Oral and written communication skills.

Record-keeping techniques.

Operation and use of custodial equipment.

Computer skills.

**ABILITY TO:**

Provide a DMV printout dated within two months.  
Plan, coordinate and participate in the custodial activities of an assigned high school.  
Estimate and order custodial supplies and equipment.  
Inspect facilities for custodial needs and fire, safety and health hazards.  
Prioritize and schedule work efficiently.  
Work independently with little direction.  
Communicate effectively both orally and in writing.  
Maintain records and prepare reports.  
Train and provide work direction to assigned staff.  
Establish and maintain cooperative and effective working relationships with staff, students and the public.  
Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years custodial experience.

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor and outdoor environment.  
Subject to adverse weather conditions.

**PHYSICAL ABILITIES:**

Lifting moderately heavy objects.  
Walking about site property.  
Bending at the waist.  
Kneeling.  
Climbing.  
Seeing to perform inspections.  
Hearing and speaking to exchange information.

**HAZARDS:**

Working around machinery with moving parts.  
Chemical fumes.  
Hazardous materials.  
Noise from equipment operation.

7/1/03  
SMJUHSD  
Range 23