

## **Sweetwater Union High School District**

### **CUSTODIAL SUPERVISOR**

#### **Purpose Statement**

The job of Custodial Supervisor is done for the purpose/s of providing assistance and guidance to custodial staff district wide regarding general district standards of cleanliness and organization; providing assistance to ensure adherence to district, state, and federal codes and regulations; supervising district office custodial staff; and performing related functions to resolve immediate operational and/or safety concerns. This position reports to the Maintenance Manager.

#### **Essential Functions**

- Visits campuses throughout the district to inspect and observe site conditions, notes deficiencies and non-compliance issues.
- Generates check-lists and reports to ensure standardization and regulatory compliance; advises site administrators of deficiencies.
- Assists custodial staff in implementing programs and/or projects (e.g. work order systems, inspection schedules, etc.) for the purpose of conforming to administrative, state and/or federal requirements.
- Verifies that appropriate cleaning supplies and materials are being used for specific tasks; provides guidance regarding means and methods of maintaining school facilities.
- Reviews and monitors site work orders to ensure stated outcomes are achieved, relevant policies and procedures are met, and services are efficiently provided.
- Coordinates appropriate storage of specific cleaning supplies in accordance with County Department of Environmental Health and other related regulatory agencies.
- Performs functions of other positions within area of responsibility for the purpose of ensuring adequate coverage of custodial operations.
- Supervises assigned district office custodial staff (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, distribution of work orders, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary outcomes are achieved.
- Communicates with a variety of parties (e.g. District personnel, outside agencies, etc.) to coordinate activities, resolve issues or concerns related to preventative maintenance work and/or schedule with site personnel.
- Verifies corrective action in response to notification by local fire inspection authorities.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Maintains a variety of manual and electronic files and records (e.g. inspection reports, work orders, e-mail, vendor lists, building codes, etc.) for the purpose of documenting activities, providing an up to date reference and audit trail.
- Prepares a wide variety of reports, documents, and other written materials (e.g. budget input, estimates for time/materials, purchase orders, status reports, safety logs, etc.).
- Participates in meetings, workshops, and/or seminars for the purpose of providing and/or conveying information, identifying appropriate actions, and/or developing recommendations.
- Works non-standard work hour.

#### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications****Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: possessing pertinent computer and word processing skills; operating equipment used in industrial cleaning and maintenance; ability to read blue prints; adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; and operating standard office equipment including using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: methods and techniques of industrial cleaning; materials, tools, and equipment required to operate machines or equipment (e.g. high-pressure washers, floor polishers, vacuum cleaners, etc.) used in custodial activities; pertinent codes, rules, and regulations (e.g. fire codes, stormwater discharges, etc.); and safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze 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 a variety of data; 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 frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: possessing strong interpersonal skills; communicating with diverse groups; adapting to changing work priorities; meeting deadlines and schedules; setting priorities; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact 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; and significant fine finger dexterity. Generally the job requires 15% sitting, 70% walking, and 15% standing. The job is performed under some hazardous conditions and in a clean atmosphere.

**Education/Experience**

Any combination equivalent to high school diploma or equivalent, and five years of experience performing custodial/maintenance duties, including two years in a lead capacity.

**Required Testing**

None Specified

**Certificates & Licenses**

Valid California Driver's License/Evidence of Insurability.

**Continuing Educ./Training**

None Specified

**Clearances**

Pre-employment Medical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

*Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410.*

**Supervisory Job Description**

*Adopted by BOT 3/09/09*