

San Benito High School

Title: Custodial Supervisor

Definition/Basic Function: Under the direction of the Director of Finance and Operations, plans, organizes, coordinates, and directs the District's custodial maintenance programs; providing oversight and assisting when essential the more skilled custodial work on District buildings and equipment; and performs related work as necessary. Successful performance of the work requires the use of considerable independence, initiative and discretion within established guidelines.

Directly Responsible to: Director of Finance and Operations

Examples of Duties/ Essential Functions:

1. Develops and implements goals, procedures, and work standards for custodial activities;
2. Participates in the development of and monitors the assigned custodial budget;
3. Plans, schedules, assigns, reviews, and directs the work of staff engaged in custodial activities;
4. Consults and meets with administrators and staff regarding custodial activities or problems;
5. Participates in the hiring of custodial staff;
6. Organizes and trains staff in work procedures and safety procedures related to custodial duties and in the operation and use of equipment and supplies;
7. Authorizes purchase of supplies and equipment for custodial activities;
8. Inspects District buildings and facilities, work in progress and work completed;
9. Ensures completion of work orders and specifications;
10. Ensures safe work practices and procedures are followed;
11. Meets with custodial supply vendors ensuring adequate order, distribution and supply of inventories;
12. Prepares periodic and special reports of custodial activities;
13. Confers with and directs custodial personnel regarding methods and procedures of work, requirements of supplies and equipment, and problems and conflicts in operation;
14. Supervises, trains and evaluates custodial employees;
15. Operates truck, forklift, and other maintenance and custodial equipment when essential.
16. Develops and communicates annual work schedules for custodial staff by identifying and interpreting school calendars, activities, available productive time and priorities for cleaning;
17. Provides or coordinates training of new and existing custodians in areas such as, but not limited to safe work techniques, time-saving methods, use and documentation of chemicals, customer service, and identification of safety concerns. Works with employees to teach additional skills and correct deficiencies;
18. Conducts monthly safety meetings with custodial teams;

19. Coordinates and supervises set up and take down of equipment for athletic events, school and outside activities;
20. Prepares a variety of reports for District and external agency use. Participates in the process of developing and implementing mandated safety training programs such as training on MSDS, blood borne pathogens, equipment usage, etc.;
21. Checks inspection tags on fire extinguishers and orders replacements, as necessary;
22. Inspects and changes classroom and office light bulbs when essential;
23. Attends supervisor meetings;
24. Performs other duties as assigned;

Required Qualifications:

Knowledge of:

- Basic supervisory principles and practices;
- Methods, materials, tools, and equipment used in custodial and maintenance work;
- Safe work methods and safety precautions related to the work;
- Applicable codes and regulations;
- Modern cleaning methods and preferred methods of cleaning and preserving floors, walls, and fixtures; tools, supplies, and equipment required in custodial work; cleaning materials, disinfectants, and equipment used in custodial work;
- Basic budgetary and administrative principles and practices;
- In depth knowledge of the principles and processes used in providing a complete system of custodial services on an institutional level;
- Effective time management/saving work practices;
- Safe use and handling of chemicals, and related documentation;
- Work routines, hazards, and safety practices to conduct training of custodians;
- Basic report writing and record keeping skills;
- Computer applications such as office productivity software and e-mail;
- Sufficient math skills to prepare cost estimates, record and measure volumes and mixtures, and prepare cost estimates;

Ability to:

- Plan, direct, assign, schedule and evaluate staff;
- Provide work and safety instruction to staff;
- Develop, implement and interpret goals, policies, procedures and work standards;
- Analyze problems, evaluate alternatives, and make creative recommendation;
- Exercise sound independent judgment within general policy guidelines;
- Prepare clear, concise and competent reports, correspondence and other written materials;
- Estimate time and material requirements for assigned projects;
- Establish and maintain effective working relations with those contacted in the course of the work;
- Carry out the functions of the position and accomplish operational goals;

- Evaluate and make recommendations regarding the use of custodial products;
- Plan, prioritize, and assign work in order to meet yearly schedules and timelines;
- Learn and apply applicable District and labor contract policies, procedures, and rules;
- Work varying work schedules.

Training, Experience and Educational Requirements:

- Requires a high school diploma or equivalent. Preferred three to five years of experience in a custodial leadership and/or supervisor capacity;
- Or any combination of training and/or experience that would likely provide the desired knowledge and abilities.

Certificates/Licenses:

- Possession of and maintain a valid appropriate California State operator's license issued by the State Department of Motor Vehicles (Driver's License).

Desirable Qualifications:

Knowledge of:

- Basic operations, materials, equipment, tools and terms used in building trades maintenance work;

Ability to:

- Perform a wide variety of maintenance and repair activities;
- Perform manual labor;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with others
- Respond to emergencies in off-hours as necessary;
- Work evenings and/or nights;
- Work and function effectively indoors and outdoors at a moderately active nature;
- Maintain cardiovascular fitness to engage in strenuous physical labor on an occasional basis;
- Have near visual acuity to write, to read directions and product labels, and to observe work in progress;
- Have sufficient hearing and speech for ordinary, telephonic, and 2-way radio communication to hear sound prompts from equipment, and to determine if equipment is functioning properly;
- Have manual and finger dexterity to write and clean and make minor repairs;

Performance Expectations: The employee is expected to be familiar with and to meet the performance expectations reflected in his or her Performance Report. Failure to adequately do so will constitute grounds for disciplinary action.

Physical Demands of Position:

The following essential physical requirements:

1. Seldom
2. Occasional
3. Often
4. Very Frequent

1. Ability to stand, sit, walk, twist, turn, stoop, squat, crouch, bend over at the waist, grasp, reach overhead, reach above the shoulders and horizontally, sit or stand for extended periods of time, push, pull, lift (4)
2. Ability to carry 0 to 50 pounds (4)
3. Ability to read (4)
4. Ability to hear and understand speech at normal levels (4)
5. Ability to communicate so others will be able to clearly understand (4)
6. Ability to walk long distances (4)
7. Ability of hands to grasp and manipulate small objects (4)
8. Ability to reach in all directions (4)
9. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust and focus (4)
10. Dexterity of hands and fingers to operate a computer keyboard and other office equipment (1)
11. Hearing and speaking to exchange information in person and on the telephone (3)
12. Ability to perform multiple tasks concurrently in an office environment with numerous interruptions (1)
13. Repetitive hand motions (4)
14. Prolonged use of office equipment (1)

Work Environment:

- Inside and outside environment
- School environment
- Work under pressure of deadlines and time constraints
- Maintain emotional control under stress
- Ability to cover other work stations
- Ability to deal with interruptions
- Ability to deal with both adults and adolescents

Work Hazards

- Subject to exposure to communicable or infectious diseases
- Tasks may be performed with potential exposure to adverse environmental conditions, such as strong odors, fumes, dusts, wetness, humidity, machinery, vibrations, temperature and noise extremes, disease, pathogenic substances, and toxic/poisonous agents.

Salary Range: Supervisor Salary Schedule – Range 19

Daily Service: 8 hours per day; 40 hours per week; 12 months a year, evening hours,
(day hours when school is not in session)

SBHSD Board Approval Date: March 14, 2017