

## **CUSTODIAL SUPERVISOR**

**BASIC PURPOSE OF THE JOB CLASSIFICATION:** To supervise and coordinate the custodial operations, services, and activities at all the District schools and facilities; to supervise, train, and oversee custodial staff at various District sites; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS:** Employees in this classification receive general supervision within an established framework of standard policies and procedures. Employees in this classification exercise responsibility for supervising, training, and assigning the work of custodial staff throughout the District.

**REPORTS TO:** Director of Maintenance, Operations, and Grounds

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following information is descriptive and is not restrictive as to duties required)*

- Provides supervision, training, and work direction for custodial staff throughout the District.
- Develops and implements programs designed to insure completion of work within standardized levels of cleanliness, appearance, and safety.
- Coordinates school inspections and work assignments and reassignments, recommending action and changes as appropriate.
- Assists with planning and assigning work schedules at District facilities.
- Develops and conducts training programs for new and existing staff.
- Assists and advises principals and other staff members on matters requiring corrective staff action.
- Inspects completed work for compliance with instructions and established standards.
- Conducts work distribution studies and prepares oral and written reports or findings.
- Participates in the interview and selection process for custodial staff.
- Meets with sales representatives and evaluates new materials, equipment, and products used in the maintenance of school buildings.
- Gathers information from Lead Custodians and Principals for use in the evaluation of custodial employees.
- Confers with other supervisory staff and personnel regarding custodial activities and problems.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** (continued)

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- Determines methods, materials, and procedures to be used in general custodial maintenance projects.
- Orders custodial supplies and maintains a sufficient inventory.
- Inspects assigned facilities and grounds for vandalism, damages, and sanitary and safety hazards, reporting hazards to an appropriate authority and preparing work orders for major repairs as needed.
- Keeps records pertaining to custodial operations as required.
- Handles special assignments as assigned by the Director of Maintenance, Operations, and Grounds.
- Participates in the development of the District's contingency plans and provides emergency support as needed.
- Performs custodial and maintenance duties as required.

**TYPICAL PHYSICAL REQUIREMENTS:** Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, office equipment, and furniture; ability to perform heavy physical labor for sustained periods of time; physical ability to lift and move objects weighing up to 50 pounds; physical ability to lift and carry objects weighing up to 150 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; uses vacuum cleaners, scrubbers, buffers, and waxing equipment.

**TYPICAL WORKING CONDITIONS:** Work is performed in a variety of District facilities; some exposure to controlled and hazardous substances and chemicals; continuous contact with staff and the public.

**DESIRABLE QUALIFICATIONS**

**Knowledge of :**

- Industrial safety practices and building health and safety standards.
- Methods, equipment, and supplies used in the care and maintenance of school buildings, furniture, and related facilities.
- Scheduling and planning methods for custodial operations and services.
- Work direction and training techniques.

**DESIRABLE QUALIFICATIONS** (continued)

- Proper materials and methods used in cleaning work.
- Basic hand tools used in routine building maintenance.

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- Care and maintenance of custodial equipment and tools.
- Computerized inventory methods, procedures, and record keeping.

**Ability to:**

- Organize, supervise, train, evaluate, and assign the work of custodial staff.
- Prioritize and develop work schedules for multi-locations and ensure completion of work within established time lines.
- Safely use and apply cleaning agents, equipment, and materials.
- Recognize and locate conditions which require maintenance and repair work.
- Use and care for tools.
- Establish and maintain cooperative working relationships with contractors, school officials and others.
- Effectively communicate both orally and in writing.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Four years work experience in performing custodial work in industrial or commercial organizations, including one year of supervising or providing lead direction for other staff.

**Special Requirements:** Possession of a valid and appropriate California Driver's License.

Adopted: January 21, 1998