



Custodial Supervisor

Management Range: 6

Board Approved: 03/12/20

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under administrative direction of the Director of Facilities, Maintenance & Operations or designee, plans, organizes and supervises custodial services, performs related duties as required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Selects, trains, assigns duties, and evaluates custodians, assigns work schedules, maintains time records for custodial staff, may make arrangements for substitute employees.
2. Develops and implements programs designed to ensure completion of work within standardized levels of cleanliness, appearance and safety.
3. Conducts inspection of building for dangerous, unsightly, or unclean conditions, takes appropriate action as required.
4. Receives and responds to complaints regarding level of custodial services.
5. Determines products, materials and equipment to be used in cleaning; may interact with sales representatives; prepares purchase requisitions, maintains inventories so that adequate custodial supplies are available.
6. Coordinates with various departments regarding the use of school facilities, and special events, coordinates furniture moves, equipment setup and other physical arrangements as required.
7. Coordinates and manages the locking/unlocking of doors in accordance with campus building schedules.
8. Maintains custodial equipment and vehicles in a proper and safe manner.
9. Prepares and maintains annual custodial operational budget which may include such categories as supplies, equipment, repairs, services, and labor.
10. May perform duties of a Custodian during relief or emergency periods.
11. Maintains records, collects necessary data, and prepares reports such as work activity, cost reports, and manpower utilization and requirements, to advise management staff of the status of custodial operations as necessary.
12. Assures that the rules and regulations of the district, policies and procedures of the department, and all safety regulations are known and observed by custodial staff.
13. Prepares and submits waste diversion reports to State agencies and assists in coordinating the campus-wide waste management and recycling programs.
14. Assists in the management of all campus waste materials
15. Performs other related duties as assigned.



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MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Education:

- High School Diploma or equivalent

Experience:

- Four (4) years full-time custodial experience including one (1) year in a lead or supervisory capacity

Knowledge of:

- Industrial safety practices and building health and safety standards.
- Methods, equipment, and supplies used in the care and maintenance of buildings, furniture, and related facilities.
- Scheduling and planning methods for custodial operations and services.
- Work direction and training techniques.
- Proper materials and methods used in custodial practices and procedures.
- Basic hand tools used in routine building maintenance.
- Care and maintenance of custodial equipment and tools.
- Computer knowledge including word processing, spreadsheets, email and operational databases.

Ability to:

- Plan, organize, and supervise the work of custodial staff.
- Establish and maintain standards of cleanliness and safety.
- Select and estimate quantity of supplies and equipment.
- Maintain accurate cooperative working relationships. Calculate basic arithmetic.
- Operate buffers. Vacuum cleaners, and carpet extractors.

License and Certification:

- Current and valid California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Position requires the physical ability to bend, twist, stoop, squat, and lift vertically 50 pounds in performance of daily activities. The position also requires the ability to walk and stand for extended periods of time.