

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

SUPERVISOR, CUSTODIAL SERVICES

DEFINITION

Under direction of the Manager I, Custodial Services, the Supervisor, Custodial Services supports the educational programs of the District by supervising and coordinating the day-to-day custodial activities and oversees the floor maintenance, indoor/outdoor air quality for the District requiring a flexible work schedule and the ability to work nights.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Coordinate and ensure the proper care, cleaning and maintenance of district buildings and schools.
2. Inspect, supervise and implement the maintenance and general repair of floors and associated types of floor coverings.
3. Review automated work orders, assign work and provide work plans and instructions to staff.
4. Prioritize and coordinate duties and assignments of operations crews.
5. Assign, monitor and review rotational over-time assignments of custodial staff.
6. Coordinate and supervise responses to emergencies, vandalism or damage during and after normal work hours.
7. Research, compare, negotiate and prepare specifications and quotations for a variety of District consumable supplies, using available cost saving techniques ensuring compliance with established laws, policies and procedures.
8. Maintain adequate supplies essential to District operations.
9. Supervise, evaluate and counsel members of classified staff to improve employee performance ensuring staff adhere to District, state, and federal educational and professional standards.
10. Participate in personnel management systems, including the recruitment, selection, retention, and separation of personnel.
11. Plan, coordinate and arrange for appropriate training of subordinates.
12. Develop and prepare work schedules.
13. Review and revise work methods and procedure to assure efficiency, cost-effectiveness and compliance with established regulations, policies and standards of quality.
14. Plan and direct action necessary to correct safety hazards.
15. Establish, implement and enforce district health and safety measures and precautions.
16. Coordinate setup and cleanup of special district events and the moving of furniture and equipment.
17. Review custodial reports and work orders to determine materials, labor and time requirements.
18. Maintain records and prepare reports as required.
19. Keep up-to-date with trends or developments in, and evaluate and recommend adoption of new procedures and types of material or equipment used in the custodial work in a District.
20. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

SUPERVISOR, CUSTODIAL SERVICES

Page 2

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; custodial and maintenance trade materials and equipment needed to maintain a school district; safety regulations and procedures; chemicals used in custodial maintenance; various maintenance trades; appropriate safety precautions, rules, regulations and procedures; safe and sanitary working methods and procedures.

Ability to: Supervise, lead and direct the function of custodial services for a school district; demonstrate effective instructional, organizational, and administrative leadership; read, interpret, apply and explain rules, regulations, policies and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management analytical and problem solving skills; communicate effectively both orally and in writing using tact, and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written directions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; train and instruct others in performance of their duties; establish and maintain records; operate a vehicle observing legal and defensive driving practices; comply with the District's customer service standards, as outlined in Board policy.

Education: Graduation from high school or equivalent.

Experience: Four years of experience in custodial work including one year of lead or supervisory experience.

License: Valid California driver's license.