

Position: Custodial Supervisor	FLSA: Non-exempt
Department: Maintenance & Operations	Salary Grade: Supervisor
Reports to: Director of Maintenance & Operations	

OVERALL OBJECTIVE AND SUMMARY

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.

Under direction, manages, supervises and coordinates the District custodial program to ensure a clean and sanitary environment for all buildings and facilities of the Natomas Unified School District, including providing training and direction to all custodial employees, ensuring fiscal accountability and cost effectiveness, and compliance with District, state and federal requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential responsibilities and duties may include, but are not limited to, the following:

- Acquires and maintains training and development materials for the purpose of ensuring compliance with current rules and regulations.

- Assists in budget development and projections for the purpose of providing estimates and recommendations as required, ensuring funds are utilized in accordance with applicable federal, state, and local requirements and district policies, procedures and guidelines.

- Communicates, guides and directs internally and externally for the purpose of providing information dissemination on policies, procedures, rules and regulations; information gathering; issue identification; and resolution, training and development.

- Coordinates communication and activities with administrators, agencies, vendors, suppliers, contractors, community groups, etc., for the purpose of ensuring the highest level of service in programs designed for the beautification, maintenance and cleanliness of all District buildings and facilities.

- Inspects and monitors buildings and facilities for the purpose of ensuring necessary cleanliness and sanitation are performed on a regular basis.

- Performs long and short term planning and development for the purpose of ensuring future requirements of the department, e.g., personnel, supplies, operations, inventory control, etc., are met.

- Plans, develops and implements training programs for custodial personnel for the purpose of ensuring that adequate training and assistance is provided as needed in order to ensure proper cleaning and care of district buildings and facilities.

- Prepares and implements schedules for the purpose of ensuring adequate cleaning and care of district buildings and facilities.

- Prepares documentation for the purpose of providing written support and/or conveying information.

- Procures and monitors supplies, equipment and materials used in custodial maintenance for the purpose of ensuring availability of required equipment and supplies and to ensure proper operation and maintenance of equipment.
- Supervises personnel for the purpose of ensuring efficient operation of the department, providing training and development, performance evaluations, decisions on hiring and firing, and problem identification and resolution.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends various meetings and conferences for the purpose of providing and/or gathering information.
- Performs other duties as required to accomplish the objectives of the position.

QUALIFICATIONS:

Knowledge of:

- Chemicals, their use and effect, for training and safety.
- Federal, state and local laws, rules and regulations surrounding products used in cleaning.
- Proper methods, materials, supplies, tools and equipment used in custodial work.
- District custodial quality standards, methods, supplies and equipment.
- Scheduling techniques, training and development information and techniques.
- Maintenance requirements for equipment.
- Basic inventory methods and practices.
- Requirements of maintaining District buildings and facilities in a safe, clean, and orderly condition.
- Recordkeeping techniques.
- Appropriate safety precautions and procedures.
- Personal computer based software programs that support this level of work.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Supervise personnel and services.
- Work with products used in cleaning in a safe and effective manner.
- Work with a diverse group of individuals, handling situations with tact, diplomacy and discretion.
- Operate equipment such as vacuums, buffers, etc.
- Supervise personnel and projects, to include evaluation of tasks and schedules to meet deadlines, and plan and organize activities.
- Operate standard office equipment including use of basic computer applications.
- Use English, both written and verbal, using correct spelling, grammar and punctuation.
- Perform basic math functions.
- Plan, organize, supervise and motivate personnel.
- Develop accurate and timely written or oral reports, estimate time and materials needed to complete projects, make arithmetic calculations, analyze situations accurately, and adopt an effective course of action.
- Work independently and make common sense decisions in potentially critical situations.
- Operate a personal computer.
- Establish and maintain cooperative working relationships with others.

- Understand and follow oral and written instructions.
- Communicate effectively, both orally and in writing.
- Pass a qualifying employee entrance evaluation.

PHYSICAL ABILITIES

This position requires:

- The ability to perform heavy labor, to walk and stand continuously, bend, twist, kneel and stoop repeatedly.
- The ability to perform repetitive arm and shoulder motions with moderate exertion.
- The ability to lift, push, pull, and guide medium to heavy weight materials or equipment up to 50 pounds.
- Visual acuity and depth perception to operate equipment and read safety materials.
- Auditory ability to carry on conversations in person, over the phone, and project voice for 100 feet.
- Hear and speak to exchange information.

EDUCATION AND EXPERIENCE

Education:

High school graduate or equivalent supplemented by training in custodial services or closely related field.

Experience:

Six years increasingly responsible experience in custodial services which includes two years of supervisory experience is desired.

LICENSES, CERTIFICATIONS AND TESTING REQUIRED:

- Valid California driver's license.