

SUPERVISOR CUSTODIAN - HS

Purpose Statement

The job of Supervisor Custodian - HS was established for the purpose/s of supervising the maintenance services at a High School or Junior High School; coordinating the building and grounds maintenance needs with central maintenance personnel; and supervising and supporting assigned personnel in the performance of their job functions.

This job reports to Principal

Essential Functions

- Coordinates a variety of activities (e.g. cleaning programs, special custodial work, furniture/equipment set ups, training, etc.) for the purpose of delivering services in conformance with established guidelines.
- Coordinates the safety and security of the employees or the property for the purpose of minimizing exposure to injury, loss and/or liability.
- Coordinates, plans and controls the budget with others in the department and/or subdivision for the purpose of meeting department objectives within budget.
- Determines the type of materials, equipment, supplies to be used or purchased for the purpose of ensuring the availability of items as needed to complete projects.
- Estimates time and material costs for the purpose of providing necessary information for making decisions and/or taking appropriate action.
- Facilitate inservice training (e.g. blood borne pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of providing information on new and/or improved procedures.
- Inspects school or district facilities (e.g. buildings, grounds, playground equipment, etc.) for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying/reporting necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains manual and electronic documents, files and records (e.g. inspection records, time sheets, work orders, supplies, chemical storage, crisis management data, key controls, etc.) for the purpose of ensuring an up to date reference and audit trail.
- Manages and develops budgets for the purpose of achieving the District's goals with a maximum of efficiency.
- Monitors and implements processes for the purpose of ensuring compliance with legal and administrative requirements.
- Monitors the maintenance of swimming pools (e.g. temperature, chemical levels, etc.) for the purpose of ensuring that pool conditions comply with mandated safety regulations.
- Performs personnel functions (e.g. recommending selection and termination of employees, facilitating growth and development of employees within the department or subdivision, conducting evaluations in a timely manner, conducting interviews and reference calls, designing and developing work assignments, etc.) for the purpose of forwarding recommendations to Human Resources and/or ensuring adequate staffing to meet unit objectives in an efficient and effective manner.
- Performs routine preventative maintenance tasks on heating, electrical, air conditioning and water equipment (e.g. resetting controls, changing filters, etc.) for the purpose of ensuring equipment is in proper working condition.
- Performs the full range of custodial and maintenance duties for the purpose of ensuring an efficient and effective work environment.
- Prepares written materials (e.g. work orders, requisitions, evaluations, personnel records, inspection records, snow removal records, etc.) for the purpose of documenting activities, providing written support and/or conveying information.
- Procures supplies and equipment for the purpose of ensuring availability of items required to properly maintain facilities.

- Provides training and orientation to assigned employees for the purpose of ensuring that the department objectives are achieved in a safe and efficient manner.
- Recommends and assists in the implementation of goals and objectives for the purpose of delivering services in conformance with established guidelines and District objectives.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, unauthorized persons, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Reviews the work of assigned employees for the purpose of ensuring compliance with applicable standards and specifications.
- Supervise room, furniture and equipment arrangements for special events for the purpose of ensuring the provision of adequate arrangements for meetings, classroom activities and events.
- Supervises assigned personnel (e.g. interviewing, training, evaluating, etc.) for the purpose of ensuring department functions are performed efficiently and in conformance with required safety and regulatory standards.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; safety practices and procedures; health standards and hazards; and principles of lead supervision and training.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is required.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Certified Pool Operator's License (depending on assignment)
CPR/AED First Aid Certificate within 30 days of hire
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
MVR (Motor Vehicle Record) Clearance

FLSA Status

Exempt

Approval Date

4/1/2011

Salary Grade

Exempt 63X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____