

STOCKTON UNIFIED SCHOOL DISTRICT

CUSTODIAL OPERATIONS SUPERVISOR

DEFINITION

Organize, schedule, assign and monitor work in custodial maintenance; maintain supervisory records; order materials and supplies; oversee a roving custodial crew, head and maintenance custodians; and perform other related duties as assigned.

Depending on the needs of the District, this position may be assigned to work either during the day or night shift, which may include Saturdays.

SUPERVISION RECEIVED AND EXERCISED

Receive direction from the Custodial Operations Manager, and exercise direct supervision over the custodial crews in performing tasks at school sites and assist in supervision of all custodial staff including head custodians.

EXAMPLES OF DUTIES - EXAMPLE OF DUTIES -- *Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principle job elements including, but not limited to:*

Assist managers and administrators with assessment of site needs and establishment of a written agreement of work to be done in a set time frame; coordinate projects with other sections in Facilities Services. (E)

Assess job priorities and assign work; inspect and review completed jobs with the site administrator. (E)

Evaluate and prepare comprehensive reports concerning the efficiency and effectiveness of assigned staff; assist with specific studies as directed. (E)

Assist with the resolution of student, parent and community complaints regarding assigned staff. (E)

Meet and coordinate with outside vendors; obtain quotes and bids (E)

Make estimates on time and material costs for work order jobs (E)

Assist in the job planning; order materials and estimate labor requirements. (E)

Meet and coordinate with any outside contractors in (Skilled Area); coordinate projects with other sections in the facilities division. (E)

Keep records of hours worked; schedule vacations; maintain records of work activity (E)

Serve as a supervisory and technical resource for jobs performed; respond to problems and needs arising on the job (E)

Ensure that equipment is safe and in operating order. (E)

May assist in the preparation and monitoring of the department (E)

Serve as a supervisory and technical resource for jobs performed; respond to problems and needs arising on the job; inspect completed jobs (E)

Provide for the safety of workers and others at school sites including training staff to report safety hazards (E)

Participate in the selection, hiring, training, supervision and evaluation of permanent and probationary staff members (E)

Oversee difficult and complex skilled trades work as required (E)

Maintain regular and prompt attendance in the workplace. (*E*)

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Equipment and tools used in custodial maintenance to include preventive maintenance and safety in utilizing these equipment and tools
- Techniques of work scheduling and organization
- Principles and practices of supervision, communication and training, including written reports
- Safe work practices
- Personnel rules and procedures of the District
- General principles of custodial maintenance

Ability to:

- Oversee the work of others
- Keep records neatly and accurately
- Plan, organize, schedule and supervise work of several crews working at various locations. Assess job priorities; order supplies properly and accurately
- Follow oral and written instructions
- Communicate effectively, both orally and in writing
- Monitor job progress, inspect completed job for quality of work
- Work with staggered schedules and flex work hours as needed
- Plan, organize, and chair meetings
- Operate a variety of equipment and tools used in custodian maintenance
- Physical capability sufficient to perform job tasks

EDUCATION AND EXPERIENCE:

Any combination of education, training and experience equivalent to graduation from high school and:

- Five (5) years of increasingly responsible custodial experience
- Three (3) years of supervisor experience
- An Associate of Arts degree is highly desirable

LICENSE AND/OR CERTIFICATES

- Must possess a valid California driver's license
- CPR and First Aid certificates are required within sixty (60) days from date of hire

ENVIRONMENT:

- Indoor and outdoor work environment
- Regular exposure to fumes, dust and odors
- As required must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Walk and/or stand for extended periods of time.
- See with/without assistive devices sufficient to perform assigned duties.
- Lift and carry up to 40 lbs for distances up to 100 ft.
- Occasionally lift and carry up to 100 lbs for distances up to 100 ft.
- Sufficient body movement and balance to bend at the waist, kneel, crawl, crouch and stoop.
- Reach overhead, above and below the shoulders and horizontally.
- Climb ladders and work from heights.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.

SALARY PLACEMENT:

Stockton Unified Supervisory Unit (SUSU)

Supervisory Unit Salary Schedule

Range 34

12-month work year

Board Approval: 03/14/17

SUSU Approval: 02/28/17

Personnel Sub: 03/04/17