

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: SUPERVISOR, FACILITIES & CUSTODIAL SERVICES

BASIC FUNCTION:

Under the direction of Director, Maintenance, Operations and Facilities, organizes and directs the overall inspection and cleaning of the District's facilities and coordinates daily operations of custodial personnel; supervises and evaluates assigned custodial personnel; assures assignments are completed in a safe, proper and timely manner; provides technical advice to Principals supervising site-based day custodial services; assumes assigned responsibilities of the Director in his/her absence as required.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Communicates with administrators, personnel and outside organizations to exchange information, coordinate activities and resolve issues or concerns.

Conducts facilities-required annual inspection and certification of fire extinguishers, sprinkler systems to assure compliance with State Fire Marshall requirements.

Conducts facility assessments and site analyses and makes facility repairs recommendations that meet the short and long-term needs of the District; recommends policies, procedures and actions in order to meet District goals and objectives.

Coordinates identification and removal of hazardous materials including lead, chemicals and mold as required.

Inspects flooring and arranges for repair or replacement as needed; maintains an inventory of flooring throughout the District as assigned.

Maintains custodial equipment in safe and operating condition; estimates and procures materials, equipment and staff resources accordingly; monitors and assures adequate levels of equipment and supplies; operates a computer and assigned software.

Maintains various records and reports related to assigned functions.

Monitors site security and acts directly in the reporting of incidents according to established procedures in conjunction with the site Principal.

Monitors the custodial services at multiple sites to ensure safety and established cleaning standards are being met; organizes and schedules needed maintenance, and identify training needs; provides technical advice to Principals supervising site-based day custodial services.

Operates various custodial equipment and power tools; drives a vehicle to conduct work.

Organizes and directs the overall inspection and cleaning of the District's facilities; coordinates the daily workload and activities of assigned personnel; assists in assuring related activities comply with established laws, codes, rules, regulations, policies and procedures.

Performs F.I.T. inspections to assure compliance with the Williams Act, SARC reports and to identify any possible safety issues.

Plans and facilitates meetings with a wide variety of internal and external parties in order to convey information and assure that District objectives are met in an effective, timely manner and within budget constraints.

Prepares and maintains a variety of reports, records and files related to work orders, projects, inventory, inspections, personnel, attendance and related duties as assigned; prepares and submits requisitions as assigned.

Responds to emergency situations related to assigned activities; determines and implements appropriate actions required to resolve situation.

Serves as the District's Asbestos Hazard Emergency Response Act (AHERA) designee and maintains AHERA books through biannual inspection and documentation of sites; inspects condition and locations of Asbestos Containing Building Material (ACBM); identifies possible asbestos before work orders are issued to assure compliance with State and Federal requirements.

Trains, supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; assigns employee duties and reviews work to assure compliance with established guidelines and procedures; assures assignments are completed in a safe, proper and timely manner; assumes responsibilities of Director in his/her absence as assigned.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable rules, guidelines and regulations related to assigned activities.
Federal and State regulations.
Interpersonal skills using tact, patience and courtesy.
Inventory methods.
Materials, tools and equipment used in custodial work.
Modern cleaning methods including basic methods of cleaning floors, blackboards, carpets, furniture walls and fixtures.
Oral and written communication skills.
Principles and practices of supervision and training.
Proper lifting techniques.
Proper methods of storing equipment, materials and supplies.
Requirements of maintaining buildings in a safe, clean and orderly condition.
Safe practices and work methods related to custodial activities.

ABILITY TO:

Assign and review the work of others.
Assure compliance with established rules, guidelines, regulations and schedules.
Communicate effectively both orally and in writing.
Confer with site administrators and assigned supervisor regarding the care, cleaning and maintenance of facilities.
Establish and maintain cooperative and effective working relationships with others.
Learn to operate a computer.
Maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition.
Meet schedules and time lines.
Observe and report need for maintenance and repair.
Operate and maintain tools and equipment in clean working order.
Prioritize and schedule work.
Requisition custodial supplies.
Schedule, coordinate and inspect the activities of custodial staff involved in the general cleaning and care of school sites and other assigned facilities.
Train and supervise the performance of assigned personnel.
Use various cleaning materials and methods.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and five years of increasingly responsible custodial or job-related experience including demonstrated experience in evaluating facility conditions to develop work repair order.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's Job Related Proficiency Test.
Valid California Class C Driver's License and Evidence of Insurability.

WORKING CONDITIONS:

ENVIRONMENT:

Driving a vehicle to conduct work as assigned.
Indoor and outdoor environment.
Office environment.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Bending at the waist, kneeling or crouching.
Climbing ladders.
Dexterity of hands and fingers to operate a variety of hand and power tools.
Hearing and speaking to exchange information.
Heavy physical labor.
Lifting, carrying, pushing or pulling heavy objects
Reaching overhead, above the shoulders and horizontally.

Seeing to monitor and perform custodial work.
Sitting, standing and walking for extended periods of time.

HAZARDS:

Exposure to cleaning agents and chemicals.
Traffic hazards.
Working around and with machinery having moving parts.
Working on ladders.

FLSA Status

Approval Date

Salary Range

Exempt

4/28/14, 9/28/17

Class Supervisor