

## ORANGE UNIFIED SCHOOL DISTRICT

### CUSTODIAL SUPERVISOR

#### **DEFINITION**

Under administrative direction of the Assistant Director, Grounds and Operations or designee, assists in developing, organizing, and supervising the custodial operations for all schools in the District; inspects and oversees the work of custodians at all District schools; and performs related duties and responsibilities as required.

#### **ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

- Assists in planning, supervising, overseeing, and inspecting the activities of custodians assigned to all District locations, including primary and secondary schools, special programs, and District offices.
- Serves as a resource person to decentralized school custodians.
- Trains custodial staff and assists principals in evaluating custodians.
- Coordinates ordering of janitorial supplies.
- Assists in developing work schedules, assignments, staffing patterns and staffing needs (based on District Custodial Handbook).
- Confers with school principals and site administrators regarding cleaning standards and practices.
- Assists in developing and implementing training programs for custodial personnel.
- Keeps records and prepares regular and special reports as requested.
- Regularly inspects buildings and facilities to insure school cleaning is with District Standards.
- Trains and promotes OSHA safety standards and safe work practices.
- Provides regular inspection reports to immediate supervisor and produce resource documents for school principals and site administrators as necessary.

#### **QUALIFICATIONS**

Knowledge of:

Industrial safety practices and building health and safety standards; methods, equipment, and supplies used in the care and maintenance of buildings, furniture, and related facilities; scheduling and planning methods for custodial operations and services; work direction and training techniques; proper materials and methods used in cleaning work; basic hand tools used in routine building maintenance; care and maintenance of custodial equipment and tools; computer knowledgeable including word processing, spreadsheets, email, and operational databases.

Ability to:

Plan, organize and supervise the work of custodial staff; establish and maintain standards of cleanliness and safety; select and estimate quantities of supplies and equipment; maintain accurate records; perform manual duties associated with custodial work; establish and maintain cooperative

working relationships; calculate basic arithmetic; operate buffers, vacuum cleaners, and carpet extractors.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handling and working with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

#### Experience:

Four years of responsible experience in the building maintenance or custodial field, including two years in a supervisory position.

#### Education:

Equivalent to the completion of the twelfth grade, supplemented by advanced training or course work in the building maintenance field or a closely related area.

### **License Requirement**

Possession of a valid California Motor Vehicle Operator's License.

### **Condition of Employment**

Insurability by the District's liability insurance carrier.