

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: CUSTODIAL SERVICES SUPERVISOR (Grade 44)

DEFINITION:

Under general direction, directs, participates, plans, and supervises the work of a crew of custodial personnel providing custodial services at the San Diego County Office of Education, including activation/deactivation of security systems and moving of equipment and furnishings.

SUPERVISION RECEIVED AND EXERCISED:

Administrative direction is provided by the Maintenance and Operations Director. Responsibilities include overseeing the nightly operations of the custodial crew.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Performs custodial duties for a designated route.

Schedules, assigns, and oversees the work of personnel involved in the cleaning and custodial maintenance of offices, school sites, and other facilities operated by the San Diego County Office of Education.

Evaluates services, prepares activity and attendance reports; and maintains accurate records.

Supervises site, parking lot, and garage security; closes/locks administrative and school buildings and sets alarms as needed.

Supervises activities of custodial staff in the movement of furniture and equipment and in making simple mechanical repairs on custodial equipment; assists staff with heavy lifting.

Confers with staff and clients on requests for meeting room setup.

Trains and provides input in evaluating custodial personnel.

Mixes and uses cleaning chemicals according to directions and appropriate safety standards.

Performs or assigns special duties or services for staff and clients involving the use of County Office facilities.

Performs major carpet cleaning and stripping of tile floors.

Maintains adequate supplies; orders, receives, stores, and distributes custodial supplies.

Reports damage to equipment and property.

NON-ESSENTIAL FUNCTIONS:

Supervises the operation of heating, ventilating, and lighting systems.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from other maintenance and operations classes in that it is focused on supervising custodial services and plans and schedules cleaning programs that span sites.

EDUCATION AND EXPERIENCE:

A combination of training and experience that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

EDUCATION:

Graduation from high school or GED

EXPERIENCE:

Three years of work experience performing custodial or related duties, including one year of supervisory or lead experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Cleaning and sanitation methods used in custodial work
Common cleaning materials such as soap, detergent, solvents, and waxes
Safety practices as applied to custodial work
Custodial equipment and its care and maintenance
Heating, ventilating, and lighting systems

ABILITY TO:

Operate a variety of office equipment including a computer and applicable software

Think critically and use facts and data in identifying problems, drawing valid conclusions, and generating a range of alternative solutions and courses of action

Establish and maintain effective working relationships with customers

Focus on customer needs and expectations of customers in making business recommendations and solving business problems

Establish and maintain dialog and two-way information channels with customers and staff

Understand and follow written and oral directions

Communicate effectively orally

Handle multiple competing priorities and schedules

Resolve disputes and diffuse tension

Plan workloads

Train co-workers

Work effectively both independently and as part of a team with minimum supervision

Organize and prioritize work

Exercise appropriate judgment in making decisions

Demonstrate attendance sufficient to complete the duties of the position as required.

WORKING CONDITIONS AND PHYSICAL ABILITIES:

ENVIRONMENT:

Travel to school districts or other County Office locations, may be part of this assignment. This is a night shift with occasional work on Saturdays; positions in this classification are required to be flexible with their work schedule and be on-call for emergencies. Duties are typically performed in an office setting.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift and move heavy items, up to 50 pounds; assist with lifting heavy items up to 70 pounds; climb ladders up to 20 feet in height.

Established	Revised	Approved by Personnel Commission	FLSA Status	Salary Range
4/1990	10/01; 9/09; 10/14; 6/19	April 6, 1990	Non-Exempt	Classified Support Grade 44