

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### DISTRICT CUSTODIAL SUPERVISOR

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of five (5) years experience in custodial/maintenance and supervision in the area.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of equipment used. Capable of doing heavy work in and around school facilities (or ensuring its accomplishment). Responsible for planning, assigning and supervising the work of varying numbers of employees. Duties require independent judgment in planning work methods, scheduling work assignments and reviewing the work of subordinates. Ability to operate and maintain equipment at school sites. Ability to deal with vendors. Knowledge of chemicals and how to use them. Ability to accurately and efficiently use the district purchase order and bid system. Knowledge of computers and how to utilize such resources in a management environment and/or the ability to supervise the use of such systems to others.

#### REPORTS TO:

Director of Custodial Services

#### EVALUATED BY:

Director of Custodial Services-with input from Building Principals.

#### JOB GOAL

To oversee the custodial care of school buildings and grounds in order to maintain a condition of operating excellence so that full educational use of them may be made at all times. And to assist the Director in assigning tasks between maintenance and custodial departments.

#### SUPERVISES AND EVALUATES:

Assistant District Custodial Supervisor  
Building Lead Custodians

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Perform inspections of all schools as required/mandated.
- \* (2) Coordinate or assist with teaching Right-to-Know, Aids, Sexual Harassment, Bloodborne Pathogens, and O.S.H.A.

**DISTRICT CUSTODIAL SUPERVISOR (Continued)**

- \* (3) Coordinate all required repairs, cleaning and maintenance actions serving as the communication link between buildings and with the Director of Plant Services.
- \* (4) Perform inspections of all district facilities on a rotating basis to ensure adequate performance of custodial personnel in cooperation with center principals and directors.
- \* (5) Oversee and ensure floor maintenance at each school.
- \* (6) Organize and maintain custodial schedules tailored to each center's needs in cooperation with center principals and directors.
- \* (7) Coordinate and direct the purchase of custodial supplies.
- \* (8) Administer an annual district wide bid for custodial supplies.
- \* (9) Certify the safety of all playground equipment.
- \*(10) Insure that custodial equipment is properly maintained and utilized.
- \*(11) Identify and cause the removal of chemical hazards from school sites.
- \*(12) Conduct regular meetings with lead custodians.
- \*(13) Train custodians in the proper use of chemicals and new equipment.
- (14) Conduct and ensure the training of all new custodial employees.
- (15) Deal tactfully with faculty, students, and subordinates.
- (16) Keep records and make reports as required.
- \*(17) Use effective, positive interpersonal communication skills.
- \*(18) Supervise assigned personnel, conduct annual performance appraisal and make recommendations for employment action, with the assistance of the Assistant District Custodial Supervisor.
- (19) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 9**

**Flagler Schools Strategic Framework – Leadership Development**

**Salary Lane:** Professional PAIZ-O