



BRIEF DESCRIPTION OF POSITION:

Under the direction of the Director of Facilities, Maintenance and Operations supervises all evening custodial facilities activities at all of the district schools and district office. Supervises work of all to insure each site is maintained in a clean and orderly condition. Trains and provides work direction to all subordinates.

ESSENTIAL DUTIES:

- a. Supervises all custodial and site maintenance at each high school, and district office to assure timely and efficient operations; Visits job sites and assures performance meets district standards.
- b. Participates in the selection of new facilities and maintenance personnel.
- c. Trains, evaluates, and provides work direction to assigned personnel.
- d. Determines needs and initiates requisitions for purchasing custodial materials, supplies and equipment.
- e. Assures safety training and procedures are carried out at each work site.
- f. Assists the Director of Maintenance and Operations in preparing annual custodial budget.
- g. Determines priorities and staff scheduling at each work site; with Assistant Principal at each site makes assignment changes as necessary.
- h. Maintains all records related to maintenance supplies and equipment and makes reports as required.
- i. Coordinates set-ups for special events at school sites.
- j. Performs other tasks and assumes responsibility as may be assigned by proper authority.
- k. Supervision and evaluation of custodial leads and custodian personnel.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern cleaning methods including methods of cleaning and preserving floors, blackboards, white boards, carpets, furniture, walls and fixtures.
- Proper methods of storing equipment, materials and supplies.
- Safety practices and work methods.
- Requirements of maintaining school buildings in a safe, clean, and orderly condition. Principles and practices of training and supervision.

Ability to:

- Train and provide work direction.
- Assign and review the work of others.
- Apply knowledge of the schedules, procedures and use of equipment and supplies used in custodial work.
- Perform minor, non-technical repairs.
- Observe and report need for maintenance and repair.
- Lift objects weighing up to 50 pounds.
- Maintain routine records.
- Meet schedules and timelines.
- Communicate effectively with others orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

REQUIREMENTS:

- WORK YEAR:** Classified Management Work Year
EDUCATION: Sufficient training and experience to demonstrate the knowledge and abilities listed above.
EXPERIENCE: Two years experience in a supervisory capacity preferably in a school environment.
SALARY: Classified Management Salary Schedule
BENEFITS: Medical (employee contribution), 100% dental, vision and life insurance.