



## JOB DESCRIPTION

**Position Code:** 639  
**Classified Group:** SJSA  
**Salary Range:** A-32  
**Work Days:** 260  
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**POSITION TITLE:** Senior Supervisor, Custodial Operations

**DEFINITION:** Under general direction, supervises and plans the work of assigned staff; responsible for custodial care and professional development training programs; assists in creating and managing custodial operation budgets; provides technical assistance and advises site administrators regarding custodial services.

**DIRECTLY RESPONSIBLE TO:** Manager, Maintenance and Operations

**SUPERVISION OVER:** Classified staff as assigned

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Supervises, trains and evaluates the performance of assigned staff and assists with disciplinary actions and meetings as necessary.
2. Coordinates inspection walks of assigned facilities in accordance with applicable state laws and regulations (i.e. Williams Act, etc.).
3. Assists with department budget development and monitoring of expenditures in accordance with established policies.
4. Coordinates district-wide custodial operations of summer cleaning programs and designated summer school locations.
5. Prepares and modifies work schedules and assignments for assigned staff.
6. Prepares a variety of reports and maintains accurate records related to assigned staff and areas of responsibility.
7. Collaborates with site administrators and management to coordinate custodial services provided to district sites.
8. Identifies and reviews staffing needs with department management and participates in the interview and selection.
9. Coordinates the development and implementation of professional development trainings and workshops for assigned staff and areas of responsibility.
10. Responsible for ensuring the security of district facilities during scheduled hours and the monitoring of assigned district facilities for vandalism.
11. Coordinates requisition requests and purchase orders for custodial supplies and equipment in accordance with established policies.
12. Inspects completed work of assigned staff to ensure established department standards are met.
13. Communicates with site administrators, district staff, and outside agencies to exchange information, coordinate activities, and supervise the setup and use district facilities.
14. Assists in the development of and adherence to applicable district and department policies, regulations, and procedures.
15. Attends, and may facilitate, custodial staff meetings as directed.
16. Maintains pool of active and eligible substitute custodians and coordinates their placement on substitute assignments as needed.
17. Performs related work as required.

**QUALIFICATIONS:**

Education and Experience:

Any combination of education and training equivalent to completion of a high school education and at least five years of experience in custodial or maintenance work in an industrial, commercial or military organization; minimum of two years of experience in a position requiring exercise of supervisory functions is required.

Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of the Healthy Schools Act and compliance with policies
- Knowledge of the Williams Act and facilities obligations and compliance measures
- Knowledge of methods, equipment and supplies used in the care and maintenance of school buildings, furniture and related grounds facilities
- Knowledge of work planning and scheduling methods and techniques
- Knowledge of heating, ventilating and air conditioning systems and installation;
- Knowledge of industrial safety practices and building health and safety standards
- Ability to effectively train and supervise assigned personnel
- Ability to perform, or direct the work of others in performing routine and minor maintenance work, including electrical, painting and plumbing;
- Ability to understand and follow verbal and written instruction
- Ability to communicate effectively both verbally and in writing with all levels of district staff
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff and the community
- Ability to analyze situations and adopt an effective course of action
- Ability to analyze and resolve problems with tact and diplomacy
- Ability to establish priorities and meet deadlines
- Ability to maintain consistent, punctual and regular attendance

**WORKING CONDITIONS:**

Work Environment:

- Indoor and outdoor environment
- Seasonal hot/cold weather
- Moderate noise
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information in person, in small groups, and/or on the telephone
- Transport or lift objects weighing up to 50 pounds and objects weighing up to 150 pounds with assistance

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- Operate tools and office equipment requiring repetitive hand movement and fine coordination
- Inspect documents and other written materials with fine print
- Move about schools and facilities to conduct work, including walking, standing, and climbing

Hazards:

- Work near moving mechanical parts
- Exposure to fumes, airborne particles, and toxic or caustic chemicals
- Outdoor weather conditions
- Extreme hot/cold temperatures
- Exposure to and contact with blood and other bodily fluids

Other Characteristics:

- Ability to respond to emergency calls at night or on weekends.

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 4/24/1984  
Revised: 4/19/1995 (License Only)  
Revised: 4/10/2018