

27J SCHOOLS EXEMPT JOB DESCRIPTION

Job Title: Supervisor, Custodial
Date Prepared or Last Modified: October 19, 2020
Work Year: 12 months
Department: Facilities
Reports To: Director of Facilities

SUMMARY Provides supervision, direction, leadership, coaching, training, mentoring, and technical guidance to custodial personnel throughout the district. Collaborate with School Principals in all hiring, evaluating, and disciplining processes. Oversee district-wide custodial budget and manage the procurement process. Respond to after-hours emergencies and snow removal as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 43% Develop and implement the district-wide custodial training program, including standardized practices and procedures, proper cleaning methods, District cleaning standards, safety, and aerial work platforms (lift) training. Respond and attend to situations requiring additional training. Maintain training records on all custodial employees, including required and voluntary training.
- D 20% Recruit, screen, and recommend for hire custodial employees, including substitutes and floaters. Maintain pool of custodial candidates for advancement to regular positions and for promotions. Collaborate with School Principals in all hiring processes.
- D 7% Supervise the work and performance of district-wide custodial personnel, including planning, assigning, and directing work; addressing complaints and resolving problems; establishing and upholding performance standards; evaluating; and disciplining. May be responsible for review, approval, and verification of reported time in District time and labor system. May prepare and analyze time and labor reports and complete paperwork for payment and stipends and other pay. Collaborate with School Principals in all evaluating and disciplining processes.
- D 2 % Communicate and coordinate with Principals, Athletic Directors, Security, Facility Use Coordinator, Secretaries, and/or school staff to ensure a clean, safe, and organized educational atmosphere throughout the school day and during after-hours events and to ensure proper scheduling of custodial staff when facilities are used by out-of-District groups.
- W 5% Assist with issues related to building or department concerns, including visiting sites during and after school hours. Assist with conflict resolution and mediation.
- W 2% Inventory, unpack, store, and order appropriate cleaning supplies, materials, and equipment as necessary within district guidelines.
- M 5% Coordinate and work with Maintenance Department, fire code inspectors, contractors, insurance inspectors, elevator inspectors, and water and electric meter readers.
- M 5% Oversee district-wide custodial budget and expenses. Manage the procurement process, including testing and evaluation of new products, purchasing of supplies, and purchasing and maintenance of custodial equipment. Lead and oversee custodial school-based budgets, including reviewing building expenditures and budgets, working with Head Custodians to ensure strong purchasing practices and balanced budgets, and facilitating budget groups or sub-committees.
- A 5% Schedule site visits for annual fire inspections, elevator inspections, lead testing, and radon testing, Boces science room hood testing and follow up to ensure all requirements are met.
- A 1% Perform snow removal and respond to after-hours emergencies as needed.
- Ongoing 5% Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING:

- High school diploma or equivalent.
- Specialized courses in OSHA and safety training preferred.

EXPERIENCE:

- Three years (3) of experience in custodial related work.
- 18 months (18) supervisory experience preferred.

SKILLS, KNOWLEDGE, & EQUIPMENT:

- Communication, interpersonal, writing, basic math, basic budgeting, basic accounting, customer service, and negotiating skills.
- Problem solving and supervisory skills.
- Ability to manage multiple tasks and priorities.
- Ability to respond to after-hours emergencies as needed.
- Knowledge of and experience with facility maintenance and custodial standards.
- Knowledge of operation and safety procedures of the following: floor and carpet maintenance equipment, cleaning chemicals, building systems, HVAC, fire alarms, intercoms, outdoor equipment such as tractors and snow blowers, and various lifts used at the District.
- Ability to keep up-to-date technically and apply new knowledge to the job. Includes adapting to and mastering new system applications and process as implemented by the district or department.
- Ability to promote and follow Board of Education Policies, Superintendent Policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the work place, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

CERTIFICATES, LICENSES, & REGISTRATIONS

- Valid Colorado driver's license required.
- Criminal background check required for hire.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with floor and carpet maintenance equipment, cleaning chemicals, building systems, HVAC, fire alarms, intercoms, outdoor equipment, and lifts.
- Operating knowledge of District information technology systems and other department-specific software and equipment required within 2 months of entering the position.

SUPERVISION/TECHNICAL RESPONSIBILITY Directly supervises 21 Head Custodians; indirectly supervises all custodial personnel district-wide. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees; and hiring, appraising performance, and disciplining. Collaborate with School Principals in hiring, evaluating, and disciplining processes. Acts as a resource for department and district staff regarding custodial practices, performance, issues, and questions.

BUDGET AND/OR RESOURCE RESPONSIBILITY: Oversee district-wide custodial budget and expenses. Manage the procurement process, including testing and evaluation of new products, purchasing of supplies, and purchasing and maintenance of custodial equipment. Lead and oversee custodial school-based budgets, including reviewing building expenditures and budgets, working with Head Custodians to ensure strong purchasing practices and balanced budgets, and facilitating budget groups or sub-committees.

JUDGMENT AND DECISION MAKING Work is self-directed or assigned by Director of Facilities. This position requires analysis, application of custodial knowledge and experience, sound judgment, and effective managerial skills to problem solve issues, make recommendations, implement solutions, supervise staff, ensure safety and cleanliness of district facilities, ensure proper training, and monitor the department budget. Decision making is guided by equipment, chemical, and tool operating instructions and specifications and by department and district policies and procedures. Decision making requires collaboration with Director of Facilities, Principals, Emergency Response and Crisis Coordinator, Head Custodians, Custodians, Maintenance Department, and Facilities Use Coordinator. Director of Facilities and Emergency Response & Crisis Coordinator are involved only in major decisions.

DIVERSITY OF DUTIES: Duties require cross training in all facets of custodial skills/techniques, management skills, safe operation of custodial equipment, safe operation of power and hand cleaning equipment, training skills, problem solving, diplomacy, safe use of cleaning chemicals, safety, and budgeting.

SAFETY TO SELF AND OTHERS: Medium exposure to self to bruises due to using equipment and bumping into objects and to cuts due to sharp edges while cleaning. Low exposure to self to hernia due to lifting heavy equipment and objects, to disease due to cleaning up body fluids, to fractured bones due to slipping on wet floors, to loss of sight due to cleaning chemicals, to repetitive motion injuries due to vibration and motion required for cleaning, and to fatality due to falling from high places. May expose others to injury if a person in this position fails to properly maintain and repair school building, grounds, and/or furniture; fails to properly train others; and/or fails to respond timely to unsafe situations such as spills, damaged/unsafe objects, etc.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, sit, climb or balance, and taste or smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions and moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate, coordinate, use interpersonal skills, compile, and negotiate. Frequently required to compare, analyze, instruct, and evaluate. Occasionally required to copy, compute, and synthesize.