

## WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

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**TITLE: BUILDING SERVICES SUPERVISOR**

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### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Business Services and/or Designee, coordinates and supervises all custodial operations, activities and personnel to assure the proper cleaning and maintenance of assigned buildings and facilities.

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### **ESSENTIAL DUTIES:**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

Inspects work sites and reviews work to assure the proper and efficient completion of assignments and compliance with standards of cleanliness, safety and security.

Instructs custodial personnel in the proper performance of duties, appropriate use of chemicals and equipment, as well as the implementation of good safety practices and procedures.

Maintains regular communication with the Assistant Superintendent, Business Services and/or Designee and school site principals concerning scheduling, assignments, problems, and the work of the custodial staff.

Meets with and advises school site and facility administrators, faculty and other school site personnel regarding custodial activities and operations.

Orders and assesses the effectiveness of custodial supplies and equipment; interfacing with the Purchasing Department to ensure the quality and cost-effectiveness of the products and equipment being purchased; makes necessary arrangements for maintenance of an adequate supply to meet the on-going needs of the District; makes recommendations relative to the purchase of new equipment, as needed.

Prepares and maintains various records and reports relative to custodial operations, activities, and personnel.

Coordinates communication and activities with other District departments and personnel, public safety agencies, local utilities, contractors, vendors and others, as necessary; attends various meetings, seminars, and inservices.

### **OTHER REPRESENTATIVE DUTIES:**

Assists in budget preparation; providing estimates and recommendations, as requested; monitors revenues and expenditures.

Responds to calls regarding vandalism, break-ins, fires, and other emergencies at District sites, as required or necessary.

Provides advisory assistance to school principals relative to day custodial functions.

Assumes responsibility for the supervision and direction of Senior Custodians and their activities during summer and other recess periods when school principals are not scheduled to work.

Performs other related duties as required or assigned.

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#### **ORGANIZATIONAL RELATIONSHIPS:**

Supervision: (1) Reports to and receives direction from the Assistant Superintendent, Business Services and/or Designee.

(2) Directly supervises about 20 or so Night Custodians and their activities; provides advisory services to school site administrators and others relative to custodial and building maintenance matters; and supervises Senior Custodians and their activities during summer and other school recess periods.

Internal Contacts: Continuing contact with custodial personnel, as well as other school site, and Purchasing Department personnel, on a regular basis; the Assistant Superintendent, Business Services, FMOT Executive Director and other members of the District's administrative staff. Is a member of the District's management team.

External Contacts: Vendors, contractors, other public agency representatives and local citizens.

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#### **QUALIFICATIONS:**

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.

#### **KNOWLEDGE OF:**

Methods, equipment and materials used in the performance of custodial work.

Principles and practices of supervision and training.

The necessary requirements for maintaining school buildings in a safe, clean and orderly condition.

Modern cleaning methods, including basic methods of cleaning and preserving floors, chalk boards, carpets, furniture, walls and fixtures.

Proper methods for storing equipment, materials and supplies.

Oral and written communications skills.

Interpersonal skills, using tact, patience and courtesy.

Record-keeping procedures and techniques.

Appropriate safety laws, procedures and precautions.

#### **ABILITY TO:**

Coordinate and schedule custodial operations and activities, and to instruct custodians in proper cleaning procedures, appropriate care and use of equipment and chemicals used in custodial work.

Train, supervise and evaluate personnel.

Assign and review the work of others.

Work independently, with little or no direction.

Plan and organize work.

Communicate effectively both orally and in writing; and to interpret a variety of instructions furnished in written, oral, diagram, or schedule formats.

Maintain records and prepare reports.

Drive a vehicle in a safe manner, observing traffic laws and utilizing defensive driving practices.

Establish and maintain cooperative and effective working relationships with others.

Add and subtract up to 10 digit numbers, and to multiply and divide with 10's and 100's; and to perform these functions using units of American money, weight measurement, volume and distance.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

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### **EDUCATION AND EXPERIENCE:**

Education: Any combination equivalent to one year certificate from college or technical school or other training sufficient to demonstrate the knowledge and abilities listed above.

Experience: At least four years of increasingly responsible custodial or building service experience, including at least one year in a lead or supervisory capacity.

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### **LICENSES AND OTHER REQUIREMENTS:**

Possession and maintenance of a valid California Driver's License.

#### **OTHER REQUIREMENTS:**

- (1) A dependable mode of personal motorized transportation.
- (2) Insurability by the District's liability insurance carrier.

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### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and is required to talk and hear. The employee frequently is required to reach with hands and arms. The employee is frequently required to stand, walk, and sit. The employee must occasionally lift and/or move articles weighing up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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**WORKING CONDITIONS:**

A primarily indoor environment, with some outside functions required on occasion; driving to

various sites to provide direction to assigned custodial and other personnel, including the supervision and direction of their work activities; is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals; responds to various emergency situations.

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<b>PREPARED BY:</b>	Classified Personnel Department Revised Draft revision:	DATE: January, 1997 DATE: March, 1998 DATE: December 2009
<b>APPROVED BY:</b>	Board of Trustees Revised	DATE: September 1, 1994 DATE: April 17, 1997
<b>APPROVED BY:</b>	Personnel Commission Revised Revised Revised	DATE: September 7, 1994 DATE: April 22, 1997 DATE: September 26, 2000 DATE: February 27, 2024