

SUPERVISORY JOB DESCRIPTION

FACILITIES OPERATIONS AND SECURITY AREA SUPERVISOR

JOB SUMMARY:

Under the general direction of the Facilities Operations Manager, the Facilities Operations and Security Area Supervisor plays a pivotal role in managing and overseeing the maintenance, safety, and operational standards of school facilities within a public school district. The supervisor acts as a crucial connector between school site leadership, extracurricular programs, and parent-community organizations, facilitating communication and cooperation with the District's Facility and Security leadership. This position demands a candidate with extensive experience in the realms of building and grounds maintenance, facility management, and emergency protocols.

ESSENTIAL JOB FUNCTIONS:

- Serves as the primary point of contact for site principals regarding general safety, maintenance, and operational concerns, ensuring timely and effective communication and resolution of issues.
- Visits campuses throughout the quadrant to inspect site conditions, identifying deficiencies and compliance issues.
- Provides positive leadership and regular support to assigned schools and custodial staff.
- Supports and supervises Lead and PM Custodians to ensure effective custodial service delivery.
- Manages equipment and consumable supplies across all schools, ensuring standardization and appropriate stock levels.
- Coaches Custodians to enhance their job knowledge and skills, including regular training on procedures and equipment use.
- Flexibility in work schedule to support varying needs, including availability for after-hours emergencies and a minimum of two nights a week during night custodial shifts.
- Regularly visits sites to support both day and night personnel, adjusting schedules as necessary.
- Conducts safety and operational training, ensuring custodial staff are up to date with procedures and responding to communications efficiently.
- Assists in implementing programs and projects like work order systems and inspection schedules, ensuring adherence to standards and regulations.
- Ensures correct usage of cleaning supplies and methods for maintaining facilities.
- Assists in Safety and Security protocol adherence and incident response.
- Coordinates storage of cleaning supplies in compliance with regulatory agencies.
- Assumes functions of other positions as needed for comprehensive custodial operations coverage.

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- Supervises district office custodial staff, including hiring, training, evaluating, and work order distribution to achieve desired outcomes.
- Communicates with various stakeholders to coordinate activities and resolve maintenance or scheduling issues.
- Responds to emergency situations to address immediate safety concerns.
- Maintains and updates records and reports, such as inspection reports and work orders, for accountability and compliance.
- Reports performance indexes for sites and personnel within their quadrant.
- Conducts school inspections using the Facility Inspection Tool (FIT) process.
- Participates in professional development
- Coordinates ongoing training for custodial staff on equipment, chemicals, and procedures.
- Adapts work hours as necessary, including on-call responsibilities, to meet the operational needs of both day and night shifts.
- Undertakes additional duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

SKILLS are essential for performing multifaceted technical tasks, necessitating periodic skill enhancements to adapt to evolving job demands. Key skills for the role include proficiency in computer and word processing, operation of industrial cleaning and maintenance equipment, adherence to safety protocols, project planning and management, accurate record-keeping, and proficiency in using standard office equipment and relevant software applications.

KNOWLEDGE is fundamental for executing tasks such as basic mathematics, interpreting technical documents, crafting various types of written communications, and leading discussions. Essential knowledge areas include industrial cleaning methods and techniques, the use and maintenance of cleaning and custodial equipment (e.g., high-pressure washers, floor polishers, vacuum cleaners), understanding of applicable codes, rules, and regulations (such as fire codes and stormwater discharge policies), and comprehensive safety practices and procedures.

ABILITY is crucial for organizing multiple activities, meetings, and events; synthesizing diverse factors when utilizing equipment; and demonstrating flexibility in collaborating under a variety of conditions. This role demands the ability to engage with a broad spectrum of individuals and groups, effectively use different types of job-related equipment, and independently solve problems. Key abilities include strong interpersonal communication skills, the capacity to adapt to shifting priorities, meeting deadlines, prioritizing tasks, and managing frequent interruptions with composure.

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EDUCATION AND EXPERIENCE:

- A combination equivalent to a high school diploma or equivalent, plus five years of experience in custodial/maintenance work, including two years in a leadership role.

CERTIFICATIONS/LICENSES:

- Possession of a valid California driver's license is required.

Supervisory Salary Schedule: Range 22

BOARD APPROVED: 06/12/24