

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

FACILITIES/GROUNDS/OPERATIONS

4221 Supervisor of Custodial Services

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JOB TITLE: MANAGER OF SECTOR SUPERVISORS
AND CUSTODIAL SERVICES

REPORTS TO: Supervisor of Building Services

SUPERVISES: Custodial Personnel

NATURE AND SCOPE OF JOB:

The Manager of Sector Supervisors and Custodial Services, organizes, administers, and leads Sector Supervisors in the implementation comprehensive program of custodial services that provide and maintain, in an efficient and economical manner, the facilities, grounds, equipment, and furnishings of the district, so that all students, staff, and the community are assured of clean, safe, attractive, functional and healthy places in which to learn and work.

QUALIFICATIONS:

The Manager of Sector Supervisors and Custodial Services shall:

1. Hold at least a high school diploma, with a preference given to a Baccalaureate degree in engineering or in a field related to organizing and leading a program of custodial services.
2. Have at least five years of experience in custodial and/or property management, with a minimum of three years in a supervisory capacity.
3. Demonstrate knowledge of Project Management and custodial practices, health and safety regulations, financial and management practices, purchasing, supervision and motivation of personnel, and State and local regulations regarding the cleaning of buildings and grounds.
4. Hold a Black Seal license and be a CEFM.
5. Hold and maintain a valid driver's license with no serious violations.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period provide a sworn

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statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.

11. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A-4.
12. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A-4.
13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Supervisor of Custodial Services shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time, and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Supervisor of Custodial Services shall:

1. Lead, organize, manage, and supervise Sector Supervisors who manage operations of the district, in compliance with all applicable federal, State, and local laws and regulations, insurance carrier requirements, and Board of Education policies and procedures.
2. Develop and implement a Custodial Services Plan for each building that outlines the tasks of and expectations for custodial employees, indicating a detailed daily and periodic schedule for cleaning and simple repairs of the facilities. Establish and implement an effective summer and non-school day program of specialized cleaning and repairs.

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3. Supervise all custodial employees in the schools, using district and contractual procedures. Determine personnel needs, recruit, recommend, and evaluate all approved sector custodial staff. Recommend the continued employment, discipline, or dismissal of all custodial personnel.
4. Develop and supervise work and vacation schedules for all sector and custodial personnel, including substitutes.
5. Respond immediately to emergency situations and provide appropriate facilities services. Perform custodial work in emergencies or when unclean or unsafe conditions exist.
6. Monitor and approve time records of all Sectors and custodial personnel, and approve all overtime using established procedures and budgets.
7. Maintain inventory control and distribution systems for custodial supplies that ensure efficient, cost effective, and appropriate use of custodial and cleaning supplies.
8. Establish and implement a regular program of safety, accident prevention, health maintenance, and effective custodial procedures, including the safe and proper use of equipment and materials, identification and prevention of hazards, air quality controls, Right to Know programs, and prevention of accidents and injuries. Work cooperatively with community and State agencies, including the police, fire, emergency, and health departments, to ensure that high standards of health, sanitation, and safety are maintained throughout all of the district's facilities and grounds.
9. Provide a regular program of custodial staff development to promote cleanliness, efficiency, effective procedures, communication skills, work attitudes, and ethics. Provide orientation and training for all new and substitute custodial employees.
10. Assist the Operations Officer of Facilities, Maintenance and Custodial Services with regularly inspecting buildings, equipment, and grounds to meet all federal, State, insurance carriers, and local requirements, including the annual Department of Education Checklist. Ensure that high standards for cleanliness, attractiveness and safety are maintained. Recommend to the Operations Officer of Facilities, Maintenance and Custodial Services, School Business Administrator and/or Principal any improvements needed.
11. Analyze all custodial accidents and regularly search for patterns in injury reports in order to establish corrective procedures to reduce the potential for future accidents or hazards.
12. Establish and maintain a system of financial records, controls, and accounting procedures for custodial services in accordance with GAAP and applicable regulations, submitting all reports in a timely fashion. Correct immediately any audit exceptions.
13. Develop and recommend the Custodial Services budget, and then administer the approved budget, completing all required documentation.

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14. Work cooperatively with the Operations Officer of Facility, Maintenance and Custodial services or designee to ensure that coordinated services are provided and that guidelines for the division of responsibility for minor repairs and emergency repairs are established.
15. Maintain regular communication with Sector Supervisors and Head Custodians.
16. Advise the immediate supervisor on all matters related to the repair and maintenance of school facilities.
17. Organize, develop, and administer the maintenance and repair program for all district facilities.
18. Participate in the preparation of specifications for competitive bids for repair work.
19. Prepare and administer the Custodial Services budget.
20. Collaborate with school principals on the maintenance and repair of school buildings.
21. Recruit, screen and recommend for hiring, and assigning.
22. Evaluate all Sector Supervisors.
23. Provide technical assistance in estimating costs for various maintenance projects.
24. Conduct periodic investigations in all school facilities to determine the effectiveness of maintenance and repair programs and to maintain effective use of the building.
25. Prepare and maintain computerized reporting systems relative to work orders requested, in-process, and completed, as well as major projects scheduled and in-process.
26. Provide input into the development and administration of an in-service training program for maintenance and repairs staff members.
27. Provide recommendations for the development and updating of district policies and procedures relating to the maintenance and repair of school facilities.
28. Establish and administer schedules and procedures for the repair and maintenance of school facilities during the summer months and other times when district facilities are not in use.
29. Communicate regularly with Administrators, Operations Officer of Facility, Maintenance and Custodial services, principals, and appropriate staff about the needs, regulations and procedures for the effective operation of custodial programs of the schools.
30. Maintain in safe working condition and operate in a safe manner electronic and other equipment needed to carry out job functions and responsibilities.
31. Maintain effective communications with students, staff, and parents to elicit support and to seek perceptions and ideas to improve the custodial services for the schools.

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32. Research and make recommendations for improvement in the effectiveness and efficiency of the cleaning services so that attractive, healthy, and safe facilities are provided.
33. Attend required meetings and serve, as appropriate on staff committees.
34. Notify and assist the administration and appropriate emergency personnel with any emergency, and potentially dangerous or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Pupils.
35. Understand and communicate current developments in custodial services through reading, participation in appropriate workshops or meetings, and involvement in professional organizations.
36. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
37. Use computers and/or electronic equipment to fulfill job functions.
38. Protect confidentiality of records and information about staff and use discretion when sharing any such information within legal confines.
39. Participate in appropriate in-service and workshop programs and attend any required meetings.
40. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
41. Adhere to New Jersey school law, State Board of Education rules and regulations, State and local health agency requirements, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
42. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Operations Officer of Facilities, Maintenance and Custodial Services and not otherwise prohibited by law or regulation.

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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EVALUATION:

The Operations Officer of Facilities, Maintenance and Custodial Services or designee shall evaluate the Supervisor of Custodial Services in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.


Approved

1/28/2020
Date

Revised 1/27/2020