

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Operations Supervisor

Classification: Classified Supervisory

FLSA: Exempt

Reports to: Department Administrator

Range: Classified Supervisory Salary
Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by trade school or college level courses in the building trades and four years of experience in the maintenance and cleaning of buildings, including two years of supervisory responsibility for a program of building maintenance.

SUMMARY

Plan, coordinate, direct and assist with the district's building maintenance and cleaning program.

SPECIFIC RESPONSIBILITIES

1. Supervises custodial staff by determining workloads and schedules; develops, interprets and implements policies and procedures; evaluates staff and makes hiring and termination recommendations; and ensures that staff are trained in complex maintenance and custodial activities and are following standard operating procedures.
2. Maintain safe and healthy work practices.
3. Prioritize and schedule custodial work orders with appropriate staff, tools, and equipment.
4. Maintain a consistent and positive relationship with site administrators.
5. Provide supplies and equipment necessary in the completion of assigned employee tasks.
6. Plans, coordinates, and sets priorities for custodial activities of the district.
7. Prepares specifications and cost estimates for custodial projects and supervises their inspection.
8. Recommends projects budget, equipment, material and personnel requirements.
9. May coordinate and assist with all emergency maintenance and custodial situations as they may occur.
10. Oversees inventory of department tools, vehicles and equipment.
11. Confer with the Director of Operational Services regarding the maintenance and cleaning of school properties.
12. Assigns duties to employees and inspect work areas to assure standards of performance and safety are maintained.
13. Maintain a variety of records and reports; assist with maintenance and custodial duties as necessary.
14. Assist in the preparation of the custodial budget for equipment and supplies; perform a variety of general office and clerical tasks such as filing and preparing correspondence.
15. Answer alarms for security, fire, etc. .
16. Maintain custodial warehouse fill orders, delivers supplies and maintain inventory.
17. Manages and schedules staff for Facility Use Requests.
18. Manages and oversees District furniture needs including procurement, moving, and replacement.
19. Performs other related duties as assigned.

SPECIFIC QUALIFICATIONS

Ability to:

- prepare and interpret plans and specifications; knowledge of methods, materials and equipment used in the custodial and operational works.
- knowledge of building construction practices and laws affecting the maintenance of school buildings;
- plan and coordinate workshops for the improvement of employee skills;
- estimate costs of repair and custodial work;
- use sound judgment in the establishment of priorities for custodial projects;
- read and interpret blueprints and sketches;
- lay out, coordinate, supervise and inspect the work of custodial staff;
- establish cooperative working relationships with both classified and certificated employees.
- Modern cleaning methods including basic methods of cleaning and preserving floors, marker boards, carpets, furniture, walks and fixtures.
- cleaning materials, disinfectants and equipment used in custodial work.
- requirements of maintain school buildings in a safe, clean and orderly condition. Health and safety regulations.
- supervision and evaluation of personnel.
- record-keeping techniques.

PHYSICAL ABILITIES

Requires the ability to stand for extended periods of time, and manipulate (lift, carry, move) light to heavy weights of up to 75 pounds.

Requires the ability to push, pull, and guide materials over 75 pounds.

Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis.

Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate common grounds equipment and read instructions and safety information.

Requires auditory ability to hear machinery sounds and alarms.

Requires near and far visual acuity to read printed materials and observe grounds objects.

Requires speaking ability to carry on ordinary conversations.

Requires the ability to work in extreme temperature conditions.

This position is exempt from the overtime provisions of the Education Code.
(See Sections 45128 and f45130).

10.23.13 rr