

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Area Supervisor

Reports to: Department Administrator

Classification: Classified Supervisory

FLSA: Exempt

Range: Classified Supervisory Salary
Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by course work or training in supervision and five years custodial experience.

SUMMARY

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

SPECIFIC RESPONSIBILITIES

1. Supervises custodial staff, using the district-approved cleaning method, 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 custodial activities and are following standard operating procedures.
2. Maintain safe and healthy work practices.
3. Maintain district-owned buildings, service systems, and land improvements in good repair.
4. Prepare and conduct formal classroom instruction regarding proper cleaning procedures, supervisory techniques and related issues.
5. Prioritize and schedule work with appropriate staff, tools, and equipment.
6. Maintain a consistent and positive relationship with site administrators.
7. Provide material and equipment necessary in the completion of assigned employee tasks.
8. Plans, coordinates, and sets priorities for custodial activities of the district.
9. Coordinates and assists in District-wide events and functions.
10. Recommends projects budget, equipment, material and personnel requirements.
11. May coordinate and assist with all emergency custodial situations as they may occur.
12. Oversees inventory of department tools, vehicles and equipment.
13. Confer with the Director of Operational Services regarding the maintenance and cleaning of school properties.
14. Assigns duties to employees and inspect work areas to assure standards of performance and safety are maintained.
15. Maintain a variety of records and reports; assist with custodial duties as necessary.
16. 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.
17. Answer alarms for security, fire, etc.
18. Maintain custodial warehouse, fill orders, delivers supplies and maintain inventory.
19. Performs other related duties as assigned.

This position is exempt from overtime provisions of the Education Code. (See Sections 45128 and 45130.)

Job Description approved by Board of Trustees: 01/26/99

Salary approved by Board of Trustees: 02/09/99

SPECIFIC QUALIFICATIONS

- Coordinate and supervise custodial services,
- communicate effectively with others,
- evaluate new products and recommend use,
- meet schedules and time lines,
- train and supervise personnel,
- plan and organize work,
- maintain a variety of files and records and prepare reports,
- understand and follow oral and written directions,
- work cooperatively with others,
- work independently with little direction,
- establish and maintain effective working relationships with others,
- use a variety of tools and machines utilized in custodial work,
- assist with custodial duties,
- perform minor repairs to machines and equipment.
- Modern cleaning methods including basic methods of cleaning and preserving floors, blackboards, carpets, furniture, walls and fixtures.
- Cleaning materials, disinfectants and equipment used in custodial work.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Health and safety regulations.
- Supervision and evaluation of personnel.
- Record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- 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).
- Requires the ability to push, pull, and guide materials.
- 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 overtime provisions of the Education Code. (See Sections 45128 and 45130.)

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Salary approved by Board of Trustees: 02/09/99