

CLASS SPECIFICATION
Operations Supervisor

GENERAL PURPOSE

Under general direction, plans, organizes, coordinates, supervises and evaluates the cleaning and maintenance of school grounds and the District's facilities and provides direction and supervision to ensure the upkeep of school sites and District facilities.

DISTINGUISHING CHARACTERISTICS

Under the direction of the Assistant Director of Operations, the incumbent is responsible for the District's centralized custodial services, the maintenance and operation of the District's facilities and other related duties. The incumbent will oversee the evening custodians and other maintenance personnel who work evenings and weekends.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Plans, organizes, controls, integrates and evaluates the work of the assigned section; with staff, develops, implements and monitors work plans to achieve department mission, goals and performance measures; participates in developing and monitoring performance against the annual department budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve District goals, objectives and performance measures consistent with the District's quality and service expectations; prepares and maintains daily schedules, work orders, equipment records, work statements, vehicle repair and equipment requisition records.
2. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations and District classified human resources policies and labor contract agreements.
3. Provides leadership and works with staff to develop and maintain a high performance, service-oriented work environment that supports the District's objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Plans, organizes, coordinates and manages the District custodial services, including the cleaning of school and office sites; assures the timely inspection of the cleaning and care of rooms, restrooms, halls, buildings, fixtures and equipment requiring activities such as sweeping, mopping, scrubbing, polishing, dusting, waxing, buffing, disinfecting and related duties; sets and enforces District-wide custodial standards and policies.
5. Prioritizes, schedules, organizes and evaluates the day-to-day operations of custodial services; determines materials, tools and equipment required for different jobs; confers with crew leader, other maintenance personnel and school administration concerning work schedules and special requests.
6. Plans, organizes and coordinates the regular servicing and maintenance of custodial equipment.

7. Assists in the planning, development and presentation of orientation and in-service training programs for custodial personnel.
8. Maintains all necessary records pertaining to custodial activities, time and material costs, personnel service time and personnel performance evaluation data.
9. Ensures compliance with quality, quantity, and timeliness of work standards, and promotes a high level of employee morale.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards.
2. Methods, materials, supplies and equipment used in custodial work.
3. Requirements for maintaining buildings and grounds in a clean, attractive, safe and orderly condition.
4. Proper safety rules, federal and state standards and work procedures associated with custodial and maintenance activities.
5. Codes, ordinances and regulations pertaining to the work.
6. Principles and practices of effective management and supervision.
7. District classified human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, organize, supervise, coordinate and evaluate the functions and activities of a comprehensive custodial program and the work of staff engaged in the performance of custodial and related work.
2. Manage and maintain all required federal and state permits and licenses pertaining to custodial and custodial maintenance.
3. Establish daily work schedules given priorities and District site and facility requirements.
4. Estimate, select and layout equipment, tools and materials needed for assigned jobs.
5. Communicate effectively both orally and in writing using Standard English grammar, punctuation and spelling.
6. Prepare complete, accurate and comprehensive reports and other written materials.
7. Establish and maintain effective working relationships with District management, staff and others encountered in the course of management.

Education, Training and Experience:

Three years of increasingly responsible custodial and/or grounds maintenance experience, including a minimum of one year of supervisory experience, preferably with a public educational facility. Strong leadership and motivational skills required.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation. The employee will be required to work evenings and weekends.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand, and lift up to 50 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with all levels of District management, staff and others encountered in the course of the work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee occasionally works in outside weather conditions and is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals and risk of electric shock. The noise level is usually moderately quiet. Employees are also subject to call back from off duty in case of emergency.