

# HANFORD ELEMENTARY SCHOOL DISTRICT

## Job Description

### **SUPERVISOR, CUSTODIAL SERVICES**

#### **DEFINITION:**

Under general supervision of the Director of Facilities and Operations, trains, supervises and evaluates assigned personnel, plans, organizes, coordinates, and directs the District's custodial services and minor maintenance activities.

#### **DISTINGUISHING CHARACTERISTICS**

This management level position requires an individual who can work a day or late evening work shift, be available on-call as needed for emergency calls and participate in custodial service activities as needed.

#### **ESSENTIAL FUNCTIONS:**

- Trains, supervises, and evaluates assigned personnel; recommends and participates in disciplinary actions as needed; participates in staff planning, interviewing and selection process for new staff as assigned.
- Plans, coordinates and monitors activities of custodial personnel; assures efficient and proper cleaning and minor maintenance and repair of school sites and other District facilities.
- Encourages and supports good communication and working relations with Custodians, students, staff and public.
- Plans, schedules, and assigns routine custodial services and tasks.
- Conducts regular inspections of custodial staff work; regularly inspects all sites and buildings to determine cleaning needs.
- Plans, schedules and supervises the annual summer task force for all school sites.
- Participates in the cleaning and maintaining of district facilities; assists in special activities, such as set-ups and special events as needed.
- Observes and makes recommendations for improved and more efficient methods of cleaning. Analyzes workloads, custodial tasks, assignments and makes recommendations for changes in staffing, daily cleaning schedules and/or duties and implements them when approved.
- Monitors health and sanitation conditions at school sites as requested by

Administrative Director of Facilities and Operations.

### **ESSENTIAL FUNCTIONS** (cont.)

- Trains staff to utilize district cleaning equipment effectively and efficiently. Ensure that equipment is maintained in proper working order and preventive maintenance procedures are followed. Staff training is conducted on a monthly basis to ensure proper methods and safety measures are followed and understood by all custodial team members.
- Monitors work in progress and inspects work upon completion.
- Resolves complaints and provides information dealing with complaints.
- Conducts monthly safety meetings, enforce safety rules and regulations, investigate accidents and ensure that reports are on file in a timely manner.
- Receives and reviews incoming job orders; prioritizes and schedules special projects; estimates cost of materials and labor.
- Researches, evaluates, and confers with vendors for the purchase of cleaning supplies, materials, and equipment; orders supplies and materials according to established procedures.
- Prepares and maintains records and reports of custodial services and activities such as attendance, time sheets, inventory, and other related documentation as directed.
- Establishes effective working relationships.
- Performs related duties as assigned.

### **NECESSARY EMPLOYMENT STANDARDS**

Knowledge of:

Procedures, methods, materials and equipment used in cleaning and minor maintenance of schools and District buildings.

Quality and use of custodial supplies and equipment.

Appropriate safety precautions and procedures.

Health and safety regulations.

Legal and defensive driving practices.

Knowledge of: (continued)

Principles and practices of training and providing work direction.

Principles and practices of supervision and evaluation.

Current computer software programs, and other technologies.

Proper English usage, grammar, spelling, punctuation, and basic arithmetic skills.

Record-keeping techniques.

District operations, policies, goals and objectives, and regulations.

Ability to:

Plan, organize, coordinate, and supervise the custodial services activities.

Prepare time and cost estimates for custodial labor and materials.

Operate hand and power tools and other equipment used in custodial services and for minor maintenance work.

To use current standard office technology, including multi-line phones, computers, Printers, tablets etc.

Train, supervise, and evaluate personnel.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Maintain routine records.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Graduation from High School and four years work experience in custodial or maintenance industry including three years of supervisory responsibility. School based experience preferred.

License Requirements:

Possession of a valid California Class C driver's license.

**WORKING CONDITIONS:**

**Environment:** Indoor and outdoor work environment; driving a vehicle to conduct work; seasonal heat and cold or adverse weather conditions.

**Physical Abilities:** Lifting objects up to 75 pounds; standing and walking for extended periods; bending at the waist; pushing, pulling, carrying, twisting/turning; climbing ladders. Vision to read and prepare reports, work on a computer screen, reading instructions; reaching and working overhead; and dexterity of hands and fingers to operate manual and power cleaning equipment and tools; sitting for extended periods of time, driving a vehicle to conduct work. Hearing and speaking to exchange information.

**Hazards:** Possible exposure to paint and cleaning chemical fumes and blood borne pathogens.

Adopted: 06/23/04  
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