



## Custodian Supervisor III - High School

### Purpose Statement

The Custodian Supervisor III - High School supervises maintenance and custodial services and activities, overseeing assigned personnel, providing information to others, and scheduling work assignments within established timeframes and standards.

### Supervisory Relationship

Reports to: Custodial Coordinator

### Essential Functions

- **Coordination:** Communicate with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information.
- **Staff Training:** Conduct training for staff and students (e.g., fire drills, safety procedures) to provide necessary services for site safety.
- **Project Implementation:** Implement assigned activities and projects (e.g., leading daily custodial staff meetings) to ensure services are delivered in compliance with established guidelines.
- **Inspection:** Inspect projects, equipment, work orders, daily maintenance, and supplies to ensure jobs are completed efficiently and within established guidelines, approving inspection reports and payment requests.
- **Financial Monitoring:** Monitor fund balances and related financial activities to ensure accurate allocations, revenue generation, budget compliance, and adherence to fiscal practices.
- **Professional Development:** Participate in meetings, workshops, and seminars to convey and gather information required to perform administrative responsibilities.
- **Documentation:** Prepare various written materials (e.g., reports, memos, letters, procedures, manuals) to document activities, provide written reference, and convey information.
- **Policy Recommendation:** Recommend policies, procedures, and actions to provide direction for meeting the district's goals and objectives.
- **Emergency Response:** Respond to emergency situations to address immediate safety concerns and determine appropriate actions.
- **Supervision:** Supervise department functions, including hiring/termination recommendations, planning, scheduling, coordinating activities, training, advising, and consulting to ensure the department functions safely and efficiently.
- **Workplace Safety:** Supervise work and workplace safety standards to ensure compliance with regulatory requirements and district preventive maintenance processes.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

### Job Requirements: Minimum Qualifications

#### Skills

- Operating standard office equipment and using pertinent software applications.
- Planning and managing projects.
- Budgeting and financial management.
- Developing effective working relationships.
- Preparing and maintaining accurate records.
- Administering personnel policies and procedures.

**Knowledge**

- Basic math, including calculations using fractions, percentages, and ratios.
- Reading various manuals, writing documents, and presenting information to others.
- Personnel processes, pertinent policies, regulations, and laws.
- Standard business practices.

**Abilities**

- Schedule activities, meetings, and events.
- Gather, collate, and classify data.
- Work independently and with diverse individuals and groups.
- Analyze issues and create action plans.
- Communicate effectively with diverse groups.
- Meet deadlines, set priorities, and work as part of a team.
- Handle frequent interruptions and changing priorities.
- Maintain confidentiality.

**Responsibility**

Work under limited supervision using standardized practices and methods. Direct personnel within a department, large work unit, and/or across several small work units. Operate within a defined budget. Utilize resources from other work units as needed. Continually impact the organization's services.

**Work Environment**

Occasional lifting, carrying, pushing, and pulling. Some climbing, balancing, stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally, 10% sitting, 80% walking, and 10% standing. Performed under conditions with some exposure to risk of injury and/or illness and varying atmospheric conditions.

**Experience**

Job-related experience with increasing levels of responsibility is required

**Education**

High school diploma or equivalent

**Certificates and Licenses/Required Testing**

Valid Driver's License and evidence of insurability

CPR Certificate

Post Offer Physical Exam

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non-Exempt

**Salary Grade**

SP

*The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.*