



SUNNYVALE SCHOOL DISTRICT SUPERVISOR OF CUSTODIAL SERVICE AND FACILITY USE

Work days/month: 261 Days/ 12 months
Salary: Classified Management Range II (<https://www.sesd.org/Page/719>)

Basic Functions:

Under the direction of an assigned supervisor, plans, organizes, and directs the daily operations of the District's custodial services while overseeing site-level custodial activities to ensure that all facilities are maintained in a clean, orderly, and secure condition; coordinates regular maintenance support, manages facility use logistics and custodial coverage for events, leads the training, supervision, and evaluates assigned staff to uphold District standards of safety, efficiency, and community access.

Essential Duties & Responsibilities:

1. Plans, organizes, directs, and supervises custodial services for all District facilities, providing leadership for the overall custodial program.
2. Develops and implements comprehensive training programs, efficient routes, work schedules, handbooks, policies, and procedures for custodial staff.
3. Reviews and revises custodial work methods and procedures to ensure efficiency, cost-effectiveness, and compliance with regulations, policies, and quality standards, making necessary program adjustments.
4. Conducts regular facility inspections to ensure proper care, cleaning, and compliance with regulatory guidelines, policies, and laws.
5. Collaborates with site administrators to prioritize and coordinate custodial duties and assignments, ensuring effective workflow.
6. Manages and adjusts custodial staff operations and work schedules as needed, including providing and assigning substitute personnel and emergency assistance.
7. Prepares and submits recommendations regarding custodial staffing levels and the purchase of equipment and supplies.
8. Communicates effectively with District and site administrators, personnel, vendors, and others regarding cleaning procedures, products, supplies, materials, and chemical applications.
9. Supervises and evaluates assigned custodial personnel, including swing shift custodians, and works a flexible schedule to ensure adequate supervision of both shifts.
10. Provides district-wide leadership for the Facilities Use Program, coordinating and managing contracts, activities, events, and personnel.
11. Advises and consults with individuals and organizations interested in contracting for District facility use, preparing contracts and invoices through the District's facility-use software.
12. Coordinates with school administrative assistants regarding the use of District facilities by both internal and external users.
13. Oversees the scheduling of custodial overtime for weekend facility use and allocates custodial charges to outside users.
14. Reviews and recommends adjustments to the schedule of fees for facility use.
15. Assigns and follows up on work orders for appropriate personnel to ensure timely completion, especially in the absence of the Operations Manager.
16. Assists with the supervision of maintenance personnel for repair work, including but not limited to electrical, plumbing, fencing, asphalt, concrete, and ceiling repairs.
17. Assists in the preparation of annual inspections and reports, such as the Facility Inspection Report, backflow inspections, and annual campus fire inspections.
18. Maintains confidentiality, complies with governmental regulations, as well as District policies and procedures.
19. Performs other duties as requested by the supervisor.

Knowledge:

1. Knowledge of modern custodial methods, materials, and equipment
2. Expertise of safe and effective maintenance of school facilities; minor repairs; fire safety and security protocols; environmental hazards and emergency response procedures; utility shutdowns (water, gas, electric, backflow)
3. Understanding of building/facilities systems knowledge (e.g. electrical, HVAC, energy management, emergency lighting)
4. Proficiency in basic inventory methods and practices, including record-keeping techniques.
5. Knowledge of proper methods of storing equipment, materials, and supplies.
6. Familiarity with proper handling of contaminants and other hazardous waste.
7. Strong interpersonal and communication skills to foster positive relationships with staff and community.
8. Experience with employee supervision and training practices.
9. Basic computer skills including email and district applications.

Abilities:

1. Work a flexible daily schedule.
2. Communicate professionally and clearly, both verbally and in writing.
3. Plan, schedule, assign and supervise custodial maintenance work.
4. Train and evaluate staff members with proper custodial methods and maintenance procedures.
5. Prepare and maintain custodial and maintenance records.
6. Organize and prioritize work to meet schedules and timelines within established policies and guidelines.
7. Maintain records and prepare reports.
8. Follow verbal and written instructions with minimal supervision and use good judgment.
9. Work cooperatively with diverse staff, students, and community.
10. Operate a variety of office equipment, such as a computer, copier, two-way radio, or other equipment unique to office activities

Education and Experience:

1. Possess a high school diploma or equivalent.
2. A minimum of three years of progressively responsible experience in facilities operations, custodial work, or building maintenance.
3. Previous lead or supervisory experience, preferably in a school district or similar environment.

Required Licenses & Certificates:

1. Valid California Driver's License
2. Fingerprint clearance from the Department of Justice.

Working Conditions:**1. Environment:**

1. Office and school site environment.
2. Driving a vehicle to conduct work.
3. Seasonal heat and cold or adverse weather conditions.

2. Physical Requirements:

1. Dexterity of hands and fingers to operate equipment.
2. Auditory ability to exchange information.
3. Bending at the waist, kneeling or crouching.

4. Reaching overhead, above the shoulders and horizontally.
5. Sitting, standing or walking for extended periods of time.
6. Ability to drive to meetings, facilities, and conferences.
7. Lifting, carrying or pushing or pulling moderately heavy objects (up to 50 pounds).
8. Visual acuity to read a variety of materials in both print and digital formats

3. **Hazards**

1. Working at various heights.
2. Exposure to chemicals, solvents and fumes.

Terms of Employment:

- Salary and work year to be established by the Board of Education.

Evaluation:

- Performance of this job will be evaluated by the Director of Facilities and Operations in accordance with the Memorandum of Understanding between the Sunnyvale School District and the Sunnyvale Classified and Certificated Association for Management Personnel (SCCAMP).