

JOB DESCRIPTION

JOB TITLE: Custodial Supervisor

Report Identification Code: edscsv

Job Purpose Statement: The job of "Custodial Supervisor" is done for the purpose of providing a custodial services program to ensure clean, sanitary and attractive facilities; managing custodial operations and staff to meet department work goals; providing custodial services in a safe and efficient manner; ensuring availability of necessary materials, supplies and/or equipment; ensuring optimal use of staff and other resources; providing information to staff regarding effective cleaning methods; and meeting scheduling demands.

Essential Job Functions:

- * **Assesses** department projects/programs and scheduling needs for the purpose of ensuring optimal use of staff and other resources to meet necessary deadlines.
- * **Coordinates** with other staff, vendors and/or contractors for the purpose of maximizing efficiency in meeting department work goals and deadlines.
- * **Develops** safe and effective cleaning program and summer paint schedule for the purpose of maintaining clean, sanitary and attractive facilities and providing custodial services for sports, special activities and other events.
- * **Directs** assigned staff for the purpose of maximizing the efficiency of the workforce and achieving department work goals.
- * **Evaluates** staff for the purpose of ensuring standards are achieved and performance is maximized.
- * **Inspects** buildings and grounds for the purpose of ensuring efficient completion of work requirements.
- * **Maintains** department records and personnel files as appropriate for the purpose of providing documentation for audit purposes and meeting district, local, state and federal requirements.
- * **Prepares** documentation for the purpose of providing written support and/or conveying information.
- * **Presents** various programs and/or trainings for the purpose of informing staff and/or others of appropriate and necessary information, procedures and safe practices.
- * **Recommends** new hires, promotions, terminations and transfers for the purpose of maintaining staffing needs and productivity of the work force.
- * **Recommends** policies, procedures and/or actions for the purpose of providing direction and/or making decisions.
- * **Repairs** and installs new building locks/cylinders for the purpose of maintaining building security.
- * **Solicits** quotations/bids for the purpose of providing cost information, making purchases and securing items necessary for efficiency of department operation.

Other Job Functions:

- * **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- * **Participates** in various meetings, activities, and/or trainings as requested and/or needed for the purpose of gathering and/or conveying information required to perform job functions.

Job Requirements - Qualifications:

- * **Experience Required:** Job-related experience within specialized field with increasing levels of responsibility including supervision of personnel and projects.

- * **Skills, Knowledge and/or Abilities Required:**

Skills to: use cleaning agents, supplies and equipment; use commercial carpet cleaning materials, equipment and supplies; plan and manage multiple projects coordinating with staff as needed to ensure completion; make and implement judgments based on common sense; administer personnel policies and practices; prepare and maintain accurate records; use English in both written and verbal form to communicate effectively with staff and the public; provide direction to others; read/interpret/apply pertinent codes, policies, regulations and/or laws; meet deadlines and schedules; and perform basic arithmetic calculations.

Knowledge of: methods and use of cleaning materials, equipment and supplies and of commercial carpet cleaning materials, equipment and supplies; problem-solving methodology; safety requirements and practices; appropriate laws, codes and regulations; and standard office procedures.

Abilities to: perform multiple, specialized and/or technical tasks; build and maintain work schedules for painting crews and summer work crews; apply principles of logical thinking to define problems, collect data, establish facts and draw conclusions; work independently with minimal supervision; understand and carry out oral and written instructions; interact with persons of different age groups and cultural/educational backgrounds; work cooperatively with others; adhere to safe work practices; adjust to flexible work assignments; work under time constraints; maintain confidentiality of personnel and applicable records; and apply basic first aid.

Significant physical abilities include standing/walking for prolonged periods, lifting/carrying/pushing/pulling, reaching/handling/fingering, talking/hearing conversations and other sounds, near/far visual acuity/visual accommodation/depth perception/field of vision.

- * **Education Required:** High school diploma or equivalent
- * **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance; valid driver's license and evidence of insurability