



**JOB TITLE: CUSTODIAL SUPERVISOR**

**DEFINITION:**

Under the direction of the Director of Facilities, Maintenance and Operations, coordinate and supervise custodial operations and personnel; supervise and inspect work performed by assigned staff.

**ESSENTIAL FUNCTIONS:**

- Supervise and evaluate the performance of custodial personnel; participate in disciplinary and termination actions.
- Coordinate and supervise work performed by custodial personnel; review work orders and assign to appropriate personnel.
- Oversee activities and inspect work sites to assure the proper and efficient completion of assignments; establish priorities and schedule work to be performed.
- Provide information, assistance and instructions to custodial personnel concerning site activities and assignments.
- Communicate with the Director of Facilities, Maintenance and Operations regarding custodial assignments, priorities, scheduling and related matters.
- Order and obtain parts, materials and supplies required for custodial activities; recommend the purchase of new and replacement equipment.
- Estimate labor and material costs; plan and lay out complex jobs as necessary.
- Assist in departmental budget preparation, providing estimates and recommendations as required.
- Respond to calls regarding vandalism, break-ins, fires and other emergencies at District sites during off-duty hours.
- Coordinate communication and activities with various District departments and personnel, public safety agencies, local utilities, contractors, vendors and others as necessary; attend various meetings, seminars and in-services.
- Demonstrate knowledge of low voltage systems, such as fire alarm, phone, and public address systems.
- Train, supervise and evaluate custodial personnel; select, discipline, terminate personnel as appropriate.
- Inspect work sites and review work to assure the proper and efficient completion of assignments and compliance with standards of cleanliness, safety and security.
- Prepare and maintain regular custodial schedules.
- Prepare and maintain various records and reports related to custodial operations, activities and personnel.
- Perform related duties as assigned.

**Secondary Functions:**

- This is a single position classification. All duties assigned are considered essential.

**EXPERIENCE AND EDUCATION:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:**

Any combination equivalent to: graduation from the twelfth grade supplemented by training or course work in custodial or maintenance services and three years increasingly responsible custodial experience.



**Licenses and other requirements:**

Valid California driver's license.

**Mental Demands**

**Language Skills**

Ability to: learn, interpret, apply and explain legal requirements and processes related to assignment; understand and follow oral and written instructions; write reports and maintain records; effectively present information and respond to questions from District administrators, other staff, public safety representatives and the general public.

**Mathematical Skills**

Ability to: add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

**Reasoning Ability**

Ability to: learn and follow cleaning schedules; apply common sense understanding to carry out instructions; deal with standardized situations with occasional variables; quickly learn the schedules, procedures and cleaning supplies for custodial work.

**Other Skills and Abilities**

**Demonstrate knowledge of:**

Proper methods, materials, tools and equipment used in custodial and routine maintenance work.

Cleaning materials, disinfectants and equipment used in custodial work.

Safety practices and work methods.

Requirements of maintaining school buildings in a safe, clean and orderly condition.

Interpersonal skills using tact, patience and courtesy.

**Demonstrate abilities to:**

Use cleaning materials, equipment and methods according to pre-determined standards.

Maintain supplies and equipment assigned in proper working order.

Perform a variety of light maintenance on buildings and equipment.

Observe and report the need for maintenance and repair.

Establish and maintain effective working relationships with others.

Meet schedules and time lines.

Communicate effectively with others.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

**Body Movement**

Regular Activities: stand for long periods of time; walk at a normal pace for extended periods of time; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb ladders to heights of 10 feet; bend, stoop, kneel, or crouch; hear to receive work direction and communicate with others; maneuver around in narrow or crowded places when cleaning classrooms.



**Lifting Requirements**

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 50 pounds.

**Vision Requirements**

Ability to: see clearly enough to read instructions on cleaning supplies and to inspect and assure cleanliness of assigned facilities.

**WORK ENVIRONMENT:**

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

**Position Environment:**

Indoor and outdoor environment; subject to working daytime or evening hours. The work environment is noisy when using power cleaning equipment.

**Exposures, Risks and Hazards:**

While performing the duties of this classification, the employee is regularly exposed to contact and fumes from cleaning agents and chemicals. Also regularly exposed to dust or other airborne particulars.

Adopted by the Governing Board: 00/00/87

Updated and revised for ADA 1994

Revised and approved by the Board: 8/14/01

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Marlys Grodt & Assoc.



**APPLICATION PROCEDURE:** Official application forms and related materials must be correctly completed and submitted on [www.edjoin.org](http://www.edjoin.org) no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

**EXAMINATION:** Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

**TUBERCULOSIS TEST OR CHEST X-RAY:** Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days, or submit a tuberculosis risk assessment. Medically verified positive skin test results require a chest x-ray. The risk assessment questionnaire shall be administered by a health care provider, which shall be specified on the questionnaire.

**AUTHORIZATION TO WORK REQUIREMENTS:** Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

**OTHER REQUIREMENTS:** State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

**SALARY INFORMATION:** Advanced placement on the Classified Salary Schedule, up to Step F, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationery of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

**WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**