

Position: Custodial Supervisor	Position Number:
Department/Site: Administrative Services	FLSA: Non-Exempt
Reports to: Director of Maintenance and Operations assigned administrator	Salary Range 19

DEFINITION

Under general direction, plans, schedules, assigns, and oversees the work of staff responsible for performing the full range of custodial duties related to the care, time maintenance, and cleaning of assigned buildings and facilities; coordinates, monitors, and provides technical input for assigned custodial projects and programs; provides technical assistance to the Director of Maintenance and Operations; performs a variety of technical tasks relative to custodial projects and programs, and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Maintenance and Operations

Pj Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Pj Principles and practices of fiscal management, strategic, and facilities planning.
- Pj Pertinent federal and state laws and regulatory provisions.
- Pj The implementation and assessment of student learning and/or service area outcomes.
- Pj Principles and practices of technology and software for databases, accounting, spreadsheets, and other business processes.
- Pj Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Pj Principles, practices, equipment, tools, and materials used in custodial work and basic preventative building maintenance.
- Pj District purchasing and supply ordering policies and procedures.
- Pj Safety principles, practices, and procedures pertaining to the work.
- Pj The operation and maintenance of a variety of hand and power tools, and equipment used in custodial work.
- Pj Proper cleaning methods and the safe use of cleaning products and the safe use of equipment.

- Pj Develop cost estimates for supplies and equipment.
- Pj Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Pj Establish and maintain a variety of manual and computerized files, record-keeping, and project management systems.
- Pj Make sound, independent decisions within established policy and procedural guidelines.
- Pj Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Pj Operate modern office equipment including computer equipment and software programs.
- Pj Use English effectively to communicate in person, over the telephone, and in writing.
- Pj Understand scope of authority in making independent decisions.
- Pj Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Pj Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

- Pj Completion of high school and
- Pj Two (2) years of lead custodial experience.

Licenses and Certifications:

- Pj Possession of and ability to maintain a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in standard office setting and use standa