

JOB TITLE: SUPERVISOR FOR CIVIC CENTER AND CUSTODIAL SERVICES**BASIC FUNCTION**

Under direction of the Director of Maintenance, Operations, Civic Center Services & Facilities Development, to perform technical and responsible functions and activities pertaining to the use of district facilities under the Civic Center Act, to serve as the liaison between the facility users and the various operational units; to organize, plan, coordinate, train and supervise all district custodial personnel, develop Board policy regarding fees for Civic Center use; and to do other duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Manage budget for the Facility and Custodial Department
- Develop and coordinate Civic Center staffing and scheduling
- Develop and maintain substitute custodial pool
- Open and secure facilities before and after events
- Inspect facilities before, during and after functions for cleanliness and safety
 - Produce event reports noting any significant problems or important information about the event
- Schedule programs, events, facilities use and other functions as outlined by the Civic Center Act (Section 38130)
- Act as liaison between the District and Civic Center user groups
- Determine facility use fees in accordance with policies and regulations
- Responsible for billing and accounts receivable for Civic Center use
- Confer with principals and District Administer regarding Civic Center use and custodial services
- Plan and implement custodial in-service training programs
- Supervise compliance with state regulations for custodial supplies
- Establish, maintain and evaluate District and school site-cleaning standards
- Prepare data and make recommendations for custodial needs for utilization of custodial staffing
- Coordinate, organize, schedule and evaluate custodial and other personnel for Civic Center Services

JOB REQUIREMENTS – QUALIFICATIONS**Skills, Knowledge and/or Abilities Required:**Knowledge of:

- School district budgeting
- Personnel motivation techniques and strategies
- Principles of organization and supervision
- Safe working methods and procedures
- Procedures, techniques, and practices related to Civic Center Act facility use activities
- Legal mandates, policies, regulations, and guidelines concerning civic center use
- Automated statistical and fiscal record management, storage, and retrieval systems
- Computer hardware and software related to facility use scheduling and other types of data management
- English, grammatical usage, spelling, and punctuation
- Facilities cleaning and maintenance

SUPERVISOR FOR CIVIC CENTER AND CUSTODIAL SERVICES – PAGE 2

Ability to:

- Work courteously and tactfully with co-workers, public, pupils and parents
- Promotes team building and a positive environment
- Adapt easily to work assignments, additional priorities, and new procedures
- Receives constructive criticism and modifies work appropriately
- Work without close monitoring and meet deadlines
- Identify needs and solve problems independently as appropriate
- Suggests procedural improvements to supervisor as appropriate
- Skillful in handling difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Communicate effectively in oral and written form with a variety of audiences
- Prepare clear and concise reports pertaining to specialized and technical subject matter
- Understand and complete oral and written directions
- Make arithmetical calculations with speed and accuracy
- Establish and maintain excellent working relationships and promote good customer service
- Supervise, organize, motivate, multiple level custodial employees staffed at various site locations
- Communicate effectively in a multi-culturally diverse environment
- Create and maintain effective custodial work schedules
- Analyze Civic Center accounting operations and recommend changes in operation
- May work in the evenings or on weekends

PHYSICAL DEMANDS

- Persons performing service in this position classification will be expected to perform light work, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, you must have the ability to do substantially all of these activities. If someone can do light work, we determine that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

2 years of experience working with large groups of custodial, facilities, in school districts; property management experience highly desired.

Education:

High school diploma, including coursework and/or training in management supervision and current business practices. Coursework in property management is highly desirable.

SUPERVISOR FOR CIVIC CENTER AND CUSTODIAL SERVICES – PAGE 3

LICENSE REQUIREMENT

- Possession of a valid California Motor Vehicle Operator's License

CONDITION OF EMPLOYMENT

- Insurability by the District's liability insurance carrier