

## **SUPERVISOR I (CUSTODIANS AND GROUNDS)**

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the supervision of the Assistant Superintendent of Personnel plans, directs and supervises the operation of the custodial and grounds activities of the district.

### **ESSENTIAL JOB FUNCTIONS:**

- Cooperates with other staff to accomplish the District's priorities and expectations;
- Supervises the cleaning and maintenance of all sites and buildings;
- Ensures day and night custodians perform duties in accordance with assigned schedules;
- Assists principals in planning work schedules and assigning duties to the custodial staff;
- Provides input to principal regarding custodian performance and evaluation;
- Inspects facilities and grounds for damage, vandalism, sanitary and safety hazards;
- Maintains a continuous schedule of inspection trips to schools in the district;
- Plans, organizes, and assists in the conduct of in-service training programs for custodial and grounds personnel;
- Orders, inventories, and delivers supplies and equipment;
- Prepares summer assignment schedules for extra help and substitute workers;
- Makes detailed work load surveys;
- Responds to emergency and unforeseen situations as required
- Performs other supervisory duties
- Co-supervises grounds projects and staff;
- Co-supervises assigned grounds personnel (full-time bus/grounds employees) in the performance of their duties; reviews and checks the work of grounds personnel; and assists in preparing work schedules for grounds personnel;
- Coordinates with the Coordinator (Maintenance, Constructions, and Grounds) and Supervisor I (Transportation);
- Recommends employment and assignment of personnel as required;
- Makes recommendations concerning purchase of materials and equipment;
- Performs other duties as directed by the Assistant Superintendent of Personnel.

### **EMPLOYMENT STANDARDS:**

- Ability to meet physical requirements necessary to safely and effectively perform required duties;
- Ability to follow oral and written directions;
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally.

### **KNOWLEDGE OF:**

- Ability to train and supervise personnel.
- Modern cleaning methods, materials, and equipment associated with custodial work;
- District policies, rules and regulations pertinent to the operation and maintenance of school sites and supervision of custodial personnel;
- Oral and written communication skills;
- Principles and practices of supervision and training;
- Principles of accounting as related to custodial records keeping and reporting;
- Appropriate safety precautions and procedures;
- Interpersonal skills using tact, patience, and courtesy.

**SKILL AND ABILITY TO:**

- Plan, organize, and direct the custodial and grounds activities of the district;
- Develop and monitor work schedules;
- Operate a motor vehicle.
- Assure compliance with federal, state, and local laws and regulations;
- Meet schedules and timelines;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative and effective working relationships with others;
- Supervise and evaluate the performance of assigned staff.

**WORKING CONDITIONS:**

- Indoor and outdoor environments;
- Driving a vehicle to conduct work.

**PHYSICAL FUNCTIONS:**

- Sit and stand for extended periods of time;
- Reach in all directions;
- Ability to lift 25 pounds maximum and carry objects weighing 15 pounds;
- Bend, twist, kneel, and stoop;
- Write legible reports;
- Read notes, memos, and printed material;
- Speak clearly and communicate effectively.

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to three years of satisfactory service as a custodian and/or grounds personnel. Supervisory experience desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and evidence of insurability; T. B. test clearance; California Department of Justice and FBI fingerprint clearance.

**WORK YEAR:** 260 days

**This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.**

**This organization is a Drug and Tobacco-Free Workplace.**

**This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.**