



**David Douglas School District #40
Licensed Job Description
Supervisor**

SUPERVISOR – CUSTODIAL SERVICES

Schedule: 8 hours per day/ 12 months per year
Range: G

POSITION PURPOSE:

Directs the activities of the District's custodial department to assure that the cleaning and preventive maintenance of all District facilities meet proper safety and health standards, that all custodial services are efficient and timely, that custodial supplies are properly stocked and utilized, that all custodial personnel perform at prescribed standards.

The essential functions of this position require prioritizing and completing all the assigned tasks in a timely and efficient manner, adjusting for changing priorities and availability of resources, and demonstrating initiative in identifying additional job related tasks to be completed with time permits. These duties are a representation of the position expectations. Actual duties assigned may vary depending on the Operations Department, Custodial Department and the School District.

NATURE AND SCOPE OF RESPONSIBILITIES:

- Supervises, plans, evaluates, and directs assistant supervisors and custodian in the cleaning/maintenance of all District facilities.
- Establishes custodial work schedules and initiates changes in the custodial program to improve efficiency and effectiveness. Directs custodians and substitute custodians on a daily basis for individual school needs. May establish/adjust custodial work schedules to meet operational needs/changes in custodial support requirements.
- Oversees the custodial budget, approves purchases and monitors expenditures. Works with purchasing department to follow procurement guidelines for purchases of goods and services.
- Establishes methods, procedures, and standards for the performance of custodial work and the inventory and use of custodial equipment and supplies.
- Develops and conducts District-wide custodial training programs including but not limited to procedural and safety trainings.
- Establishes testing procedures, tests and evaluates cleaning products and equipment for custodial department. making recommendations to Operations Manager regarding recommended products and equipment.
- Oversees work performed by outside contractors.
- Interviews, recommends hires, and recommends termination of custodial personnel in consultation with Operations Manager, building administrators and human resources. Evaluates work performance of assistant supervisors and custodians.
- Inspects each facility on a predetermined schedule with Operations Manager to ensure that custodial standards and expectations are being met.
- Oversees planning and direction of activities for floor care. Establishes floor maintenance schedules for each District facility and ensures that buffing, sealing, extracting and other floor care operations are done properly and as scheduled.
- Assists Operations Manager with coordination of custodial/preventative maintenance projects with Maintenance Department.
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- Ensures custodial compliance with regulatory agencies and statutes.
- Supervises, plans coordinates the activities of roving crews/contractors assigned to clean District facilities.
- Assists in responding to security and emergencies during the day, night, and weekends as needed. Backs up Operations Manager during leaves.
- Responds to emergencies on a 24 hour basis.
- Performs other duties as assigned.

QUALIFICATIONS:

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Three years of supervisory experience with five or more years of progressively responsible custodial/maintenance experience.

Training/Education:

Two years of college or business school or equivalent training.

Qualifications:

- Valid driver's license and evidence of insurability required and must be maintained.
- Ability to exercise confidentiality, tact, diplomacy and independent judgement related to personnel, financial, and legal matters.
- Strong interpersonal skills necessary to develop, establish and maintain effective, professional, collaborative and collegial working relationships with clients, employees, and others with whom they may work with.
- Strong conflict resolution skills and demonstrated ability and competency to work with a diverse population of clients and coworkers of all ages
- Excellent leadership skills as demonstrated by attendance, work ethic, job performance, and ability to motivate, coach and develop staff.
- Self-starter with proven analytical, organizational, and problem solving skills.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of principles and practices of work coordination and simplification and ability to develop and implement work schedules.
- Intermediate technical skills providing the ability to enter, revise, organize and retrieve information and intermediate skill level with Microsoft Office software.
- Ability and knowledge to train and perform the duties of all custodial positions.
- Knowledge of materials, methods and equipment used in custodial work.

- Knowledge of occupational hazards and safety precautions, including containment and notice to supervisor of hazardous materials

The Custodial Services Supervisor position requires a valid driver's license and the ability to make frequent trips to all the District's schools, grounds and facilities.

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate to extensive degree of physical stamina and frequent lifting up to 50 pounds and occasional lifting of up to 100 pounds. Frequent and prolonged standing, walking and bending. Ability to climb ladders and scaffolding, work from heights, stretch and bend to perform such duties as cleaning, repairing, painting, cleaning roofs, gutters and drains, and general maintenance. Ability to lift furniture, desks, shelving, staging and cleaning supplies and equipment. Shall be physically capable of performing all necessary tasks: stooping, reaching, pushing, pulling, climbing, lifting and crawling. Exposure to chemicals, dirt, dust, paint, noise and activity of a school setting. Ability to move freely around the school building and grounds. Exposure to outdoor weather conditions.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties of personnel so classified.

David Douglas School District Drug Testing and Criminal Background check Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.