

Job Title: Custodial Supervisor - District

Wage/Hour Status: Nonexempt

Reports to: Director of Maintenance

Date : June 1, 2009

Department: Maintenance

Revised: June 2, 2009

Primary Purpose:

Direct, coordinate, monitor and evaluate custodial services for all district facilities. Establish cleaning schedules and procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

Preferred Qualifications:

Education/Certification:

High school diploma or GED

Valid Texas driver's license

Special Knowledge/Skills:

Knowledge of routine custodial practices and methods

Knowledge of equipment, chemicals, and materials used in cleaning processes

Knowledge of minor repair techniques and building maintenance

Ability to manage personnel

Effective planning and organizational skills

Experience:

Five years experience in custodial services

Major Responsibilities and Duties:

Custodial Management

1. Establish and oversee schedules and procedures for the regular custodial care of all district facilities.
2. Work cooperatively with principals and facilities managers to ensure a high standard of safety, cleanliness, and efficiency of building operations.
3. Inspect all district buildings and facilities and initiate cleaning and repairs as needed.
4. Provide training and orientation to custodians in cleaning procedures and proper use of chemicals and equipment.
5. Make custodian assignment changes and arrange for substitute custodians as needed.
6. Coordinate the moving and delivery of district furniture, books, inventory, etc.
7. Direct and assist in setting up facilities for special events.
8. Schedule and supervise summer custodial projects, including but not limited to: cleaning and refinishing floors.

Safety

9. Instruct assigned personnel on proper and safe use of equipment and chemicals.

10. Operate tools and equipment according to established safety procedures.
11. Ensure that equipment is in safe operating condition.
12. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
13. Correct unsafe conditions in work area and report any conditions that are not correctable to the Director of Maintenance immediately.

Inventory and Equipment

14. Test and recommend custodial supplies and equipment to be used.
15. Prepare, implement, and maintain preventive maintenance schedules for custodial equipment.
16. Order equipment and supplies and maintain accurate records.
17. Recommend replacement of existing equipment.
18. Conduct annual inventory of physical equipment and supplies.

Other

19. Work irregular hours and respond to after-hours emergency calls as needed.
20. Assist in the preparation of department budget.
21. Assist in recruiting, screening, selection, training, and evaluation of custodial personnel.
22. Maintain accurate information for payroll reporting (time cards, tardiness, and absenteeism).

Supervisory Responsibilities:

Supervise and evaluate the work of custodial personnel districtwide.

Equipment Used (but not limited to):

Buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, shampooer. Light truck or van.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent walking, standing, climbing, and heavy lifting and carrying. Work outside and inside, on slippery or uneven walking surfaces, and ladders. Exposure to hot and cold temperatures, dust, toxic chemicals and materials. Frequent districtwide travel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by Ned Burns

Date June 2, 2009