

Supervisor for Custodial and Grounds Services

Definition

Under direction of the Manager of Maintenance, Operations, Facilities, and Transportation, perform technical and responsible functions and activities pertaining to custodial and grounds services; organize, plan, coordinate, train, and supervise custodial and grounds personnel Districtwide.

Essential Duties and Responsibilities

- Manage the budget for custodial and grounds personnel, supplies, and equipment;
- Develop and coordinate custodial and grounds staffing and scheduling;
- Act as liaison between the District and school sites regarding custodians and groundskeepers;
- Confer with principals and District administrators regarding custodial and grounds services;
- Plan and implement custodial 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 site needs for utilization of custodial and grounds personnel;
- Coordinate, organize, and schedule custodial and grounds personnel.

Required Qualifications

- Possession of a valid California Motor Vehicle Operator's License;
- Insurability by District's liability insurance carrier.

Knowledge of

- Motivation techniques and strategies;
- Principles of organization and supervision;
- Safe working methods and procedures;
- English, grammatical usage, spelling, and punctuation;
- Facilities cleaning and maintenance.

Ability to

- Work courteously and tactfully with co-workers, public, pupils, and parents;
- Promote team building and a positive environment;
- Adapt easily to work assignments, additional priorities, and new procedures;
- Receive constructive criticism and modify work appropriately;
- Work without close monitoring and meet deadlines;
- Identify needs and solve problems independently as appropriate;

- Suggest procedural improvements to supervisor as appropriate;
- Demonstrate skill in handling difficult situations using good judgement;
- Maintain high level of professionalism in keeping the needs of the District 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, and motivate all levels of custodial and grounds personnel at various locations;
- Communicate effectively in a diverse environment;
- Create and maintain effective custodial and grounds work schedules;
- Work evenings or weekends, as needed.

Physical Demands

The requirements indicated below are examples of the physical aspects that this classification must perform in carrying out essential job functions:

- Exert 15 to 25 pounds of force frequently to lift, carry, push, pull, or otherwise move objects;
- Ascend and descend ladders, stairs, scaffolding, and ramps;
- Demonstrate the manual dexterity to operate equipment, use hand tools, and manipulate and handle various materials and objects;
- Experience exposure to hot, cold, wet, humid, or windy conditions.

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

Education and Experience

Any combination of education and experience that would provide the required knowledge and skill may be qualifying. A typical way to obtain the required knowledge and skill would be:

- High School Diploma or equivalent, including coursework and training in management, supervision, and current business practices;
- Three years of supervisory experience;
- Custodial and grounds management experience highly desired.