

OPERATIONS – GROUP 4 – CUSTODIAL SUPERVISOR
Job Description

- I. Minimum Qualifications:
- Must be at least 18 years of age and hold a valid driver's license.
 - Must be able to read and follow written instructions, identify material specifications, and make written reports as directed.
 - Must be able to lift and move 50 pounds.
 - Basic knowledge of building systems including HVAC, security, fire protection, etc. Ability to provide basic service and light maintenance of those systems, (lubrication, belts, filters, etc.).
 - Extensive knowledge of hand and power tools, and equipment associated with regular custodial and light maintenance activities.
 - Proficiency in the use of standard business technologies (email, electronic documents, spreadsheets and forms, online training).
 - Five or more years of relevant supervisory experience including work planning, scheduling, and reporting.
- II. Employment Terms:
- Twelve-month position. Benefits in accordance with the Collective Bargaining Agreement.
- III. Reporting Level:
- Reports to the Director of Buildings & Grounds. Overall responsibility is to the Superintendent's Office.
- IV. Job Functions:
- Works indoors and out in a variety of facilities and weather conditions.
 - Work involves kneeling, climbing, lifting, standing and similar physical activities.
 - Responsible for the overall condition and cleanliness of the facilities to which they are assigned.
 - Perform daily and periodic inspections of facilities and building systems. Perform and/or schedule off shift inspections as directed.
 - Performs minor facility and equipment repairs (cleaning machines, locks, hinges, furniture, painting, etc.).
 - Install and maintain basic fixtures (white boards, mirrors, shelving, etc.).
 - Monitor and manage ordering of cleaning supplies and products district-wide.
 - Supervision of custodial staff including training, task management, performance requirements and review.
 - Manage and coordinate custodial staff schedules including time off and to support activities and events in district facilities. Reports custodial staff hours worked on a daily/weekly basis.
 - Coordinate custodial and facilities support for activities and events held in district facilities.
 - Document procedures and requirements related to event set-up and activities/event support (graduation, performances, facilities rentals, etc.).
 - Responsible for daily opening and closing of facility during regular school hours.

- Snow removal and light landscaping as needed.
- Other related duties as assigned to support departmental or district programs and responsibilities.

V. Responsibilities:

- Adherence to required safety rules, practices & procedures.
- Adherence to district policies and procedures.
- Present a clean, neat, and orderly appearance.
- Ability to work independently as well as cooperatively in a team situation.
- Available for occasional after hours and weekend events, projects, building checks, and emergencies.

VI. Evaluation:

- Custodial Supervisor will be evaluated at least once annually. Evaluation will be based upon this job description and other relevant criteria.