

DAVIS JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position Title:

Supervisor of Custodial Services

Basic Function:

Under the general direction of the Director of Facilities Maintenance and Operations, plans, organizes, coordinates and manages the District custodial activities; ensures the proper care, cleaning and housekeeping of District buildings and other areas; inspects facilities, coordinates and prioritizes custodial work projects; assigns, reviews and evaluates the work of assigned operations personnel involved in District-wide custodial work assignments and Facility Use requests.

Essential Functions:

1. Plans, organizes, coordinates, and oversees day-to-day custodial activities; ensures the proper and efficient cleaning and upkeep of District buildings and facilities.
2. Supervises and evaluates the performance of assigned staff; assigns and reviews work and participates in the selection of new personnel as assigned; recommends and participates in disciplinary actions as needed.
3. Develops and prepares work schedules; reviews custodial reports and work orders to determine materials, labor and time requirements; prioritizes and coordinates duties and assignments of custodians and custodial operations; ensures effective work flow and facilities operations.
4. Coordinates staff assignments and work schedules; establish & execute short and long term planning needs, prioritize use of District resources for all Facilities Use Requests (Civic Center Act)
5. Prepares and submits recommendations related to staffing levels, purchase of equipment and supplies, and special projects; adjusts work schedules as necessary.
6. Communicates with District and site administrators, personnel, vendors, sales representatives, and others regarding cleaning and housekeeping needs, work orders, supplies, and materials.
7. Determines needed equipment, materials and supplies for the District custodial operations; approves material requisitions for a wide variety of supplies, tools, and equipment; assists the Director in the development of the preliminary maintenance and operations department budget.
8. Communicates with vendors regarding operations activities, materials, scheduling, and District policies and procedures.
9. Reviews and revises work methods and procedures to ensure efficiency, cost-effectiveness and compliance with established regulations, policies and standards of quality.
10. Establishes, implements, and enforces District health and safety measures and precautions; conducts related presentations and workshops, as directed.
11. Develops, maintains, and monitors budgets for custodial operations.
12. Ensures the preparation and maintenance of required records, reports, and statistics.
13. Serve as the primary after hour & weekends point of contact (Responsible party) for alarm calls, emergency utility shut down procedures.
14. Performs related duties as assigned.

Demonstrated Knowledge Of:

Requirements for proper cleaning and maintenance of District buildings.
Custodial materials and equipment needed to maintain a school district.
Record keeping techniques and practices.
Principles and practices of supervision and training.
District organization, operations, policies, and objectives.
Oral and written communication skills.
Applicable sections of Education Code and other applicable laws.
Technical aspects of field of specialty.
Interpersonal skills using tact, patience, and courtesy.
Chemicals used in custodial maintenance.

Demonstrated Ability To:

Plan, design, and implement custodial, grounds and maintenance programs.
Plan and coordinate the work of custodial personnel and crews.
Initiate and implement industrial safety procedures.
Estimate materials and supplies needed.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Plan and organize work.
Train, supervise, and evaluate personnel.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Read, interpret, and follow rules, regulations, policies, and procedures.

Education Required:

Any combination equivalent to: associate's degree with course work in facilities management or related field and increasingly responsible custodial experience, including five years in an oversight, coordination or supervisory capacity.

Experience Required:

Credentials/Authorizations/Licenses Required:

Valid California driver's license.

Working Conditions

Sample Environment:

Indoor and outdoor work environment; subject to driving a vehicle to conduct work.

Sample Physical Abilities:

Sitting or standing for extended periods of time, walking over rough or uneven surfaces to monitor work projects, hearing and speaking to exchange information, and vision to observe and monitor work needs and work in progress and upon completion.