

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: AREA SUPERVISOR - CUSTODIAL

BASIC FUNCTION:

Under the direction of the Custodial Services Manager for the Maintenance and Operations Department, schedule, coordinate, organize and direct the activities and operations of the Routine Restrictive Custodial Maintenance Teams. Inspect and participate in the activities of custodial crews, involved in training and supervising the performance of assigned staff.

ESSENTIAL FUNCTIONS:

Organize and direct the activities and operations of the Custodial Department's custodial maintenance cleaning team; drive a vehicle to visit work sites to review and inspect work in progress and completed projects to assure compliance with applicable standards and safety regulations including modern cleaning methods.

Train and supervise the performance of assigned staff; recommend disciplinary actions as needed and recommend transfers, reassignment, terminations, promotions and other personnel actions as appropriate. Assure substitute coverage as necessary for absences. Participate and conduct interviews for custodial staffing needs.

Prepare and maintain records, files logs and reports related to personnel, inventory, work requests, work performed, safety issues and other reports related to assigned activities.

Perform annual site inspections, emphasizing enforcement of cleanliness, health and safety standards.

Prepare, inspect and review surveys and estimates for custodial maintenance of buildings and grounds or repairs and building modifications at various sites.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend and participate in a variety of meetings for the custodial department; such as bid meetings with outside contractors, vendors, manufactures and suppliers; participate in the review of blueprints, plans and specifications for construction projects.

Confer with District personnel regarding custodial maintenance of buildings and grounds or, projects and work order status; respond to inquires and provide requested information with efficiency and courtesy; resolve complaints in a timely manner.

Operate a variety of custodial tools, power and hand tools, battery, motorized and electrical powered custodial equipment including but not limited to auto scrubbers, extractors, wet vacuum, vacuums, buffers, drive a District vehicle to assigned sties to conduct work; respond to emergency and non-emergency calls as needed.

Determine needed equipment, materials, supplies and tools for custodial maintenance, prepare

requisitions according to established procedures for custodial supplies and equipment orders.
Transport equipment and supplies need for custodial maintenance cleaning needs.

Identify and report site structure maintenance, grounds or custodial cleanliness needs; submit related work requests; provide systematic preventative maintenance at school sites.

Instruct staff regarding safe work methods and procedures, assure compliance with cal OSHA and applicable safe work practice standards; monitor OSHA regulations and standards and communicate updates to staff.

Prepare and maintain records of staff vacation and time-off schedules within the unit assigned assuring proper reporting of time worked and absences.

Responsible for maintaining consistent punctual and regular attendance.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of a computer and assigned software.

Oral and written communication skills.

Principals of supervision and training.

Interpersonal skills using tact, patience and courtesy, customer service

Requirements of maintaining buildings and facilities in good repair / cleaning for health and safety.

Applicable building codes, ordinances, requirements, regulations and safety precautions.

Technical aspects of general maintenance, grounds or custodial work.

Building and grounds custodial maintenance cleaning for health and safety.

Proper methods, materials, tools, terminology and equipment used in general building operation including: Custodial: modern cleaning methods for classrooms, restrooms, offices and other areas within the District, equipment and supplies, MSDS, cleaning chemicals, minor maintenance & repairs, inspecting techniques, restroom cleanliness laws, safe cleaning techniques and proper personnel protective equipment.

Minor maintenance: including but not limited to alarm technology, painting and plumbing.

Proper lifting techniques.

ABILITY TO:

Participate, schedule, coordinate, train and supervise the performance of assigned staff for custodial department within Maintenance & Operations.

Communicate effectively both orally and in writing.

Prepare records and reports related to assigned activities.

Plan, organize and supervise various custodial maintenance activities for buildings and grounds.

Operate a computer and related software

Plan, organize, prioritize and assign daily custodial maintenance activities for buildings and grounds projects.

Develop and implement preventive maintenance procedures.

Work from blueprints, shop drawings and sketches.

Inspect facilities for maintenance, grounds or custodial repair needs, fire, safety and health hazards.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Meet schedule and time lines.
Maintain records and prepare reports.
Operate a computer and applicable software.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Prepare building/maintenance supply and equipment orders.
Maintain consistent punctual and regular attendance.
Hear and speak to exchange information
Move hands and fingers to operate a computer keyboard and other equipment
Use proper lifting methods.
See to perform inspections and custodial maintenance work.
Stand and walk for extended periods of time.
Climb ladders and work from heights.
Kneel or crouch.
Bend at the waist

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by five years of increasingly responsible experience in custodial work including 3 years serving in a lead or supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C Driver's License.
Floor lift and arm lift 92 pounds.
Arm lift 80 pounds.
Drive a District vehicle.

WORKING CONDITIONS:

ENVIRONMENT:
Office and Indoor / outdoor environment.
Emergency call-out
Driving a District or personal vehicle to conduct work.