



## Classification Specification

### SUPERVISOR, CUSTODIAL SERVICES

<b>Department:</b>	Facilities Services and Maintenance
<b>Reports To:</b>	Director of Facilities Services and Maintenance
<b>Supervises:</b>	Custodial Staff
<b>Approval Date:</b>	June 24, 2020
<b>Revised Date:</b>	2020 (New Proposed)

#### **General Description:**

Organize and direct the activities and operations of District custodial services; organize and supervise a variety of custodial activities at assigned sites; ensure assigned buildings are maintained in a clean, orderly, and secure condition; plan, develop, and implement daily custodial activities and projects; train, supervise and evaluate the performance of assigned custodial services personnel.

#### **Essential Duties and Responsibilities:**

- Organize and direct a variety of custodial activities at assigned sites; coordinate and oversee response to custodial requests and work orders; ensure compliance with building, health and safety laws, codes, regulations, and standards.
- Plan, develop, and implement daily custodial activities and projects; monitor, assess, and modify activities in response to custodial activity and project progress; prioritize and coordinate response to requests and work orders; inspect completed work for accuracy and compliance with established standards, requirements and procedures.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignments, terminations, and disciplinary actions; assign employee duties and review work to ensure compliance with established guidelines, requirements, and procedures.
- Organize and supervise the cleaning of offices, lounges, hallways, lobbies, corridors, and other assigned facilities; dust and polish furniture, metalwork and woodwork; clean and polish walls and fixtures; empty waste receptacles; spot mop spills.
- Supervise the sweeping, scrubbing, mopping, stripping, waxing and polishing of floors; vacuum rugs and carpets; spot clean and shampoo carpets.
- Ensure proper cleaning and disinfecting of drinking fountains and restroom facilities, including sinks, toilets, and urinals; fill dispensers with towels, soap, toilet paper, and other items; clean mirrors, tile, blinds, draperies, and windows; unclog drains and toilets.

- Estimate labor, materials, and equipment needed for custodial activities; compile and prepare cost estimates;
- Monitor and ensure adequate levels of equipment and supplies; research and coordinate the purchase of custodial equipment and supplies as appropriate.
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; set alarms as appropriate.
- Report safety, sanitary, and fire hazards to appropriate personnel; report need for maintenance and repairs to appropriate authority; respond to emergency custodial requests as needed.
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, steam cleaners, and other equipment as assigned.
- Organize, direct, and participate in the pick-up of paper, trash, and debris around grounds and in buildings; sweep and clean walkways and entrances.
- Perform a variety of routine general maintenance and repairs on equipment as assigned; replace light bulbs and tubes; participate in construction and alteration activities as requested.
- Move and arrange furniture and equipment as requested; set up facilities for special events and meetings.
- Communicate with personnel and various outside agencies to exchange information, coordinate activities, and resolve issues or concerns.
- Prepare and maintain various records and reports related to projects, personnel, work orders, and assigned activities.
- Attend and conduct a variety of meetings as assigned.
- Operate a computer and assigned software; drive a vehicle to conduct work.
- Perform other duties as required, related to the primary job duties of the assigned position.

#### **Required Qualifications:**

##### **Knowledge of:**

- Organization and direction of a variety of custodial activities at assigned sites.
- Proper methods, techniques, materials, tools, and equipment used in modern custodial work.
- Modern cleaning methods, including basic methods of cleaning floors, carpets, furniture, walls, and fixtures.
- Proper methods of storing equipment, materials, and supplies.
- Requirements of maintaining buildings in a safe, clean, and orderly condition.
- Applicable laws, codes, regulations, policies, and procedures.
- Appropriate safety precautions and procedures.
- Principles and practices of supervision and training.
- Inventory practices and procedures.
- Record-keeping and report preparation techniques.
- Proper lifting techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

##### **Ability to:**

- Organize and direct a variety of custodial activities at assigned sites.
- Ensure assigned buildings are maintained in a clean, orderly, and secure condition.

- Plan, develop, and implement daily custodial activities and projects.
- Train, supervise and evaluate the performance of assigned personnel.
- Inspect projects for completeness and compliance with established requirements and procedures.
- Interpret, apply, and explain laws, codes, regulations, policies, and procedures.
- Estimate and ensure adequate resources to meet material, labor, equipment, and time requirements.
- Use cleaning materials and equipment in a safe and efficient manner.
- Operate a variety of custodial equipment.
- Operate a computer and assigned software.
- Maintain tools and equipment in clean working order.
- Observe and report safety hazards and need for maintenance and repair.
- Plan, prioritize and organize work.
- Meet schedules and timelines.
- Work independently with little direction.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.

**Education:** High school graduation or equivalent GED.

**Experience:** Four (4) years increasingly responsible experience performing custodial duties, including one (1) year in a lead capacity.

**Licenses, Certifications, and other requirements:**

- Valid California Class C driver's license.
- Proof of current and valid Tuberculosis screening.

**Desirable Qualifications:**

- N/A

**Working Conditions:**

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/outdoor work environment.
- Driving a vehicle to conduct work.
- Variable work hours.
- Fast-paced work environment with changing priorities.
- Regular exposure to fumes, dust and odors.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Bending at the waist, kneeling, or crouching.
- Reaching overhead, above the shoulders, and horizontally.
- Hearing and speaking to exchange information.
- Seeing to inspect projects and read a variety of materials.
- Sitting or standing for extended periods of time.
- Lift, carry, push, and pull objects weighing 75 lbs. in weight or more.
- Climb and use a ladder.
- Walking to inspect projects.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.