

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Supervisor, Custodial Operations	REPORTS TO:	Director, Custodial Operations
DEPARTMENT:	Custodial Operations	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	225 Days
BOARD APPROVAL:	March 29, 2022	SALARY:	Range J / Tier IV Management Salary Schedule

SUMMARY DEFINITION: Under general supervision and guidance, this position assists with planning, organizing, coordinating, supervising, training and evaluating of District custodial services; inspects facilities, assures the proper care and cleaning of District facilities; provides training and supervision of afternoon and night shift custodial services employees.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E= Essential Functions

Assists with planning, organizing, coordinating, and executing the day-to-day operations of custodial services at all District facilities as assigned. **E**

Inspects facilities to assure proper care and cleaning and compliance with guidelines, policies and laws. **E**

Participates in the selection of personnel, provides training to custodial employees, assigns and reviews work, and recommends and participates in disciplinary actions. **E**

Provides technical expertise and input to site administrators for the supervision and evaluation of custodial personnel; assists in supervising and evaluating custodial employees. **E**

Assists in development and preparation of work schedules; reviews custodial reports to determine materials, labor and time requirements; prioritizes and coordinates duties and assignments of custodial staff; assures effective workflow and operations of custodial staff. **E**

Assists in preparing recommendations related to custodial staffing levels, purchasing of equipment and supplies. **E**

Communicates with District and site administrators, personnel, vendors, and others regarding cleaning procedures and products. **E**

Assists in establishing regulations, policies and expected standards of quality for custodial services. **E**

Assists in the review and revision of work methods and procedures to assure efficiency, cost-effectiveness and compliance with established protocols and regulations. **E**

Assists with assigning substitute custodial personnel and providing emergency custodial assistance to site administrators. **E**

Assists in designing and implementing training programs for regular and substitute custodial staff as well as developing and updating custodial handbooks, rules, regulations and procedures. **E**

Enforces health and safety measures and precautions. **E**

Utilizes computers and software programs in the performance of assigned duties. **E**

Maintains and seeks out current information and resources relevant to the position. **E**

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience equivalent to graduation from high school with a diploma or GED certification. Minimum of four years of recent custodial work experience with at least two years of supervisory experience. College level coursework and/or coursework provided by the International Executive Housekeepers Associations leading to IEHA certification as a custodial manager is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid and current California Class C Driver's License.

TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:

Proficient ability to use a personal computer; software and databases specific to the District, Internet, and Microsoft Outlook. Ability to use telephone, hand-held radio, cellular telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

Best contemporary practices of cleaning facilities in an educational environment.
Requirements for proper cleaning and maintenance of District facilities.
Custodial materials and equipment needed to clean and maintain District facilities.
Relevant regulatory and industry codes, policies, standards and requirements.
Principles and practices of supervision and training.
Personnel management practices and policies.
Effective techniques for recordkeeping.
District organization, operations, policies, procedures, and objectives.
Applicable sections of California Education Code and other applicable laws and regulations.
Technical aspects of custodial services.
Proper use of chemicals in providing custodial services.
Interpersonal skills using tact, patience, and courtesy.
Operations of a computer and software programs.

ABILITY TO:

Meet District standards of professional conduct as outlined in Board Policy E 4219.21 Code of Ethics for Classified Employees.
Plan, design and implement custodial programs.

Provide supervisory leadership.
Demonstrate effective written and oral communications skills.
Make independent decisions when circumstances warrant it.
Deal tactfully with personnel, visitors, government agencies/personnel, and the public.
Work harmoniously with all individuals contacted in the course and scope of work.
Establish and maintain effective working relationships with others.
Plan and coordinate the work of custodial personnel and crews.
Initiate and implement industrial safety procedures.
Estimate materials and supplies required.
Work independently with little direction.
Analyze situations accurately and adopt an effective course of action.
Meet scheduled timelines.
Plan and organize work effectively and efficiently.
Train and direct personnel.
Prepare and maintain accurate records and reports.
Successfully manage a wide variety of tasks while dealing with frequent interruptions.
Work with difficult people, using exemplary judgment, especially where students are concerned.
Perform duties in an effective, timely manner, using efficient, organized techniques.
Read, interpret and follow rules, regulations, policies, and procedures.
Analyze and resolve problems, interpret policy, and exercise judgment with department goals in mind.
Maintain confidentiality and discretion with sensitive issues and information.
Understand and work within assigned scope of authority.
Operate a computer terminal and utilize software programs.

LANGUAGE SKILLS:

Ability to read, write, and speak in English. Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions and procedure manuals, including policies and procedures and equipment manuals; to write complex and detailed instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Works in an office and school environment with regular interruptions. Occasional exposure to loud noises. Must drive a vehicle to perform work duties.

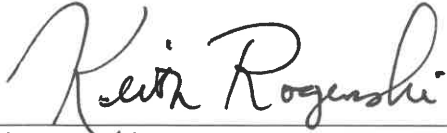
PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view computer monitors; sit or stand for extended period of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

HAZARDS:

Regular exposure to chemicals, fumes, blood-borne pathogens, body fluids, dust and odors.

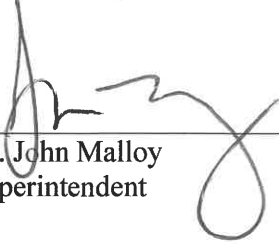
APPROVALS:



3/31/2022

Keith Rogenski
Assistant Superintendent, Human Resources

Date



3/31/2022

Dr. John Malloy
Superintendent

Date