

DESERT SANDS UNIFIED SCHOOL DISTRICT
Office of Classified Personnel Services

Classification: SUPERVISOR OF CUSTODIAL SERVICES **Salary Range:** 18
Employment Category: Management/Supervisory **FLSA Designation:** Exempt

Job Summary:

Under direction, manages, supervises and coordinates the District custodial program to ensure a clean and sanitary environment for all buildings and facilities of Desert Sands Unified School District; to include providing training and direction to all custodial employees; ensuring fiscal accountability and cost effectiveness; and, compliance with District, State and Federal requirements.

Essential Job Functions:

- **Acquires** and maintains training and development materials for the purpose of ensuring compliance with current rules and regulations.
- **Assists** in budget development and projections for the purpose of providing estimates and recommendations as required; and, ensuring funds are utilized in accordance with applicable Federal, State, Local and district policies, procedures and guidelines.
- **Communicates** guides and directs internally and externally for the purpose of providing information dissemination on policies, procedures, rules and regulations, information gathering, issue identification and resolution, training and development.
- **Coordinates** communication and activities with administrators, agencies, vendors, suppliers, contractors, community groups, etc. for the purpose of ensuring the highest level of service in programs designed for the beautification, maintenance and cleanliness of all district buildings and facilities.
- **Inspects** and monitors buildings and facilities for the purpose of ensuring necessary cleanliness and sanitation is performed on a regular basis.
- **Performs** long and short term planning and development for the purpose of ensuring future requirements of the department (e.g. personnel, supplies, operations, inventory control, etc.) are met.
- **Plans**, develops and implements training programs for custodial personnel for the purpose of ensuring adequate training and assistance is provided as needed in order to ensure proper cleaning and care of district buildings and facilities.
- **Prepares** and implements schedules for the purpose of ensuring adequate cleaning and care of district buildings and facilities.
- **Prepares** documentation for the purpose of providing written support and/or conveying information.
- **Procures** and monitors supplies, equipment and materials used in custodial maintenance for the purpose of ensuring availability of required equipment and supplies; and proper operation and maintenance of equipment.
- **Supervises** personnel for the purpose of ensuring efficient operation of the department; and, providing training and development, performance evaluations, and decisions on hiring, firing, problem identification and resolution.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attends** various meetings and conferences for the purpose of providing and/or gathering information.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Skill to supervise personnel and services. Skill in working with products used in cleaning in a safe and effective manner. Skill in working with a diverse group of individuals and handling situations with tact, diplomacy and discretion. Skill to operate equipment such as vacuums, buffers, etc. Skill to supervise personnel and projects, to include evaluation of tasks and schedules to meet deadlines, and plan and organize activities. Skill in the operation of standard office equipment including use of basic computer applications. Skill in the use of English, both written and verbal, using correct spelling, grammar and punctuation. Skill to perform basic math functions. Knowledge of chemicals, their use and effect, for training and safety. Knowledge of federal, state and local laws, rules and regulations surrounding products used in cleaning. Knowledge of proper cleaning techniques and equipment. Knowledge of scheduling techniques, training and development information and techniques. Knowledge of maintenance requirements for equipment. Ability to plan, organize, supervise and motivate personnel, develop accurate and timely written or oral reports, estimate time and materials needed to complete projects, make arithmetic calculations, and analyze situations accurately and adopt an effective course of action. Ability to work independently, make common sense decisions in potentially critical situations.
- **Physical Requirements:** Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 86 pounds, frequently lift up to 25 pounds and constantly lift a minimum of 3 pounds; have the capability to push 92 pounds maximum force and possess the capability to pull 92 pounds maximum force. May sit for long periods of time in front of a computer. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other hazards include, but are not limited to, Noise/Vibration (driving). Other Hazards-Mechanical=Inspecting equipment; inspecting facilities. Electric=Electric cleaning equipment. Other Atmospheric Hazards: Fumes & Odors=Cleaning solvents, spray cleaners. Dusts=Dust, machine rooms.
- **Education and Training Required:** High school graduate or equivalent supplemented by training in custodial services or closely related field and six (6) years increasingly responsible experience custodial services which included two (2) years of supervisory experience.
- **Licenses, Certifications and Testing Required:**
 - Valid California driver's license.
 - Drug Testing Clearance.
 - Fingerprint/criminal justice clearance.
 - Tuberculosis clearance.
 - Structured testing process in order to establish eligibility list.

Personnel Commission: 05/09/00
Board of Education: 06/27/00
Salary Modification: 07/01/00
Personnel Commission: 01/26/06