

CUSTODIAL SUPERVISOR II

JOB SUMMARY

The Custodial Supervisor II plans, schedules, coordinates, and supervises District-wide custodial operations; implements the District's custodial programs for facility upkeep and security; takes appropriate measures to maintain attractive facilities and protect against interior and exterior deterioration of facilities; ensures the availability of required cleaning equipment, tools and supplies; maintains facilities for classroom and administrative use, including cosmetic building upkeep; identifies building maintenance needs; ensures assignments are completed in a safe, proper and timely manner; and directs assigned custodial workers.

REPRESENTATIVE DUTIES

This classification description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Custodial Supervisor II may perform any combination of the following:

- Coordinates site custodial services with principals, other administrators and site staff as appropriate to ensure the required levels of services are provided within the scope of the assigned functions.
- Designs plans, prepares specifications, and calculates cost estimates to implement custodial maintenance, repair and improvement projects in accordance with the District's short and long-term plans.
- Inspects facilities to design, organize and schedule needed cleaning and upkeep and monitors custodial operations at District sites.
- Manages a program of custodial equipment maintenance and supplies procurement to ensure the availability of required supplies, machines, equipment and tools in a safe operating condition.
- Participates in various activities such as staff meetings, training sessions, and professional organizations to receive and convey information relating to assigned duties.
- Prepares required documentation such as schedules, cost and labor estimates, work orders, plans and specifications, and accident reports to ensure effective and efficient delivery of services and compliance with established rules and regulations.
- Recommends policies, procedures and actions to achieve program goals and improve delivery of services.
- Responds to emergencies relating to site and facility maintenance operations such as broken windows and flooded floors to determine and implement appropriate action to resolve the situation.
- Oversees custodial department activities such as cleaning, small repairs, arranging furniture, and event set ups, to ensure that work is being performed in a safe and efficient manner and that the custodial program provides a sanitary, safe and attractive environment.
- Interviews, selects, schedules, trains, coaches, supervises, disciplines and evaluates assigned staff to ensure appropriate coverage of custodial assignments. Oversees and evaluates the work of the evening Custodial Supervisor I and collaborates with the Custodial Supervisor I to ensure that evening custodial services are provided in a manner consistent with District standards; responds to requests for assistance from Custodial Supervisor I during the evening custodial shift as needed.

CUSTODIAL SUPERVISOR II

- Researches, interprets and applies a wide variety of rules and regulations such as health, safety, education code, bargaining unit agreements, and professional standards, to ensure that custodial services are provided in accordance with established standards.
- Manages the District's Material Data Safety Sheet program to ensure compliance with applicable codes and laws.
- Transports various items such as tools, equipment, and supplies to ensure the availability of materials required at school and other District sites.
- Assists other staff members with special projects or to address special circumstances to ensure required tasks are completed as needed.
- Plans, organizes and presents training programs to develop skills of custodial staff and to present new techniques and equipment in the custodial field.
- Supports the Director of Maintenance, Operations and Transportation by providing input and making recommendations related to items such as budget allocations, staffing requirements, and operational priorities to assist the Director with the responsibility of maintaining facilities in a safe, cost-efficient and functional condition.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Principles and practices related to cleaning school facilities
- Equipment used in custodial work
- Pertinent codes, policies, regulations and laws
- Basic personnel practices including performance management
- Safety practices and procedures related to custodial work
- Health standards and hazards related to custodial work
- Basic math

ABILITY TO:

- Administer personnel policies and practices
- Train, coach, supervise, evaluate and discipline assigned staff
- Read, interpret, and apply pertinent codes, rules, and bargaining unit agreements
- Analyze situations to define issues, determine appropriate course of action and implement a plan to achieve desired outcomes
- Plan, organize and schedule activities, meetings and events
- Gather and collate information and prepare supporting documentation and reports
- Supervise the use of funds
- Operate standard equipment related to custodial work as well as standard office equipment including pertinent software applications
- Work with a significant diversity of individuals and groups in a wide variety of circumstances
- Understand organizational objectives and develop methods to support those objectives
- Complete assigned tasks thoroughly, accurately and with attention to detail
- Communicate clearly and effectively, orally and in writing

San Dieguito Union High School District

Established: June 18, 1998

Revised: January 1, 2005

Reclassified: September 3, 2009

Reestablished: September 10, 2019

CUSTODIAL SUPERVISOR II

- Understand and follow written and oral instructions
- Work under time constraints to meet deadlines and schedules
- Work under limited supervision

EDUCATION AND EXPERIENCE

Requires a minimum of three years of journey-level custodial work experience including one year of experience in a supervisory or lead capacity.

DISTINGUISHING CHARACTERISTICS

This single position classification is responsible for the day-to-day supervision of programs for maintaining clean, sanitary building interiors and exterior grounds. This class differs from Custodial Supervisor I in that the incumbent of this position provides direct supervision to the Custodial Supervisor I, coordinates supervision of the custodial staff with the Custodial Supervisor I, and achieves program goals and objectives by directing and coordinating crews of custodians through school plant supervisors.

Additionally, the Custodial Supervisor II provides input and recommendations to administration regarding budgetary considerations, purchases, staffing requirements, operational priorities, and construction projects. The scope and complexity of the job requires coordination of activities at multiple locations. The majority of activities supervised are of a recurring nature with occasional need to plan and coordinate special projects assigned to subordinates, other district staff or with outside contractors for specialized equipment and services. The position is subject to on-call response to emergencies relating to incidents on school property such as broken pipes or windows and vandalism.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CERTIFICATES

Valid California Class C driver license and a record of driving history issued by the California DMV. The record of driving history must be issued by the DMV less than 30 days prior to applying for the position. The record must be submitted at time of application. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice Program. The District will receive a driver record report at least once every 12 months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

CUSTODIAL SUPERVISOR II

WORKING ENVIRONMENT

This assignment requires the ability to travel to and from school sites and other work locations to perform assigned duties on a regular basis. The position is subject to on call availability in organizing responses to emergency situations (e.g., broken window, interior flooding, and other unplanned events requiring attention in order not to disrupt the education process of for health and safety concerns). The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	Lifting at waist height or carrying up to 50 pounds up to 10 feet, squatting/crouching, climbing/balancing, kneeling, reaching above shoulder, stooping/bending, twisting back, neck flexation/rotation, pushing/pulling, power/firm grasping, reach at shoulder, reach below shoulder
Occasionally	Lifting at waist height or carrying up to 10 pounds, standing, walking
Frequently	Fingering/fine manipulation, sitting

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to safety buzzers and emergencies; communicate with others in person and on the telephone; vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Work may be conducted near hazardous equipment/machinery; walking on uneven surfaces; exposure to dust, gas, fumes, vibration, extremes in temperature and humidity, biohazard materials such as sewage; occasional need to work at heights.

FLSA STATUS

Nonexempt

SALARY RANGE

Supervisory 6