

GROUNDS AND CUSTODIAL SUPERVISOR

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Executive Director of Operations, the job of Grounds and Custodial Supervisor is done for the purpose/s of planning, scheduling, coordinating, and supervising site custodial operations and site landscape and grounds operations; implementing the district's custodial and grounds programs for facility upkeep and security; maintaining attractive facilities; ensuring the availability of required cleaning equipment, tools and supplies; protecting against interior and exterior deterioration and erosion of facilities; maintaining facilities for classroom and administrative requirements, outside events and/or recreational activities, including cosmetic building upkeep; identifying building and grounds maintenance needs; ensuring assignments are completed in a safe, proper and timely manner; and directing assigned custodial and grounds workers.

DISTINGUISHING CHARACTERISTICS

This single position classification is responsible for day-to-day supervision of programs for maintaining clean, sanitary building interiors and attractive exterior grounds, including responsibility for the District's integrated pest management program. The incumbent of this position achieves program goals and objectives by directing and coordinating crews of custodians, grounds workers, and equipment operators through school plant supervisors and lead grounds workers. Scope and complexity of the job is above average requiring considerable coordination of diverse activities at multiple locations. Majority of activities supervised are of a recurring nature with occasional need to plan and coordinate special projects assigned to subordinates, other district staff such as plumber/irrigation specialists or with outside contractors for specialized equipment and services. Position is subject to on-call response to emergencies relating to incidents on school property (e.g. broken pipes, broken windows, storm damage, etc.).

ESSENTIAL JOB FUNCTIONS

Coordinates site custodial and grounds maintenance services with principals, other administrators and site staff as appropriate for the purpose of ensuring the required levels of services are provided within the scope of the assigned functions

- Designs plans, specifications and cost estimates for the purpose of implementing custodial maintenance and grounds repair and improvement projects at district's site projects in accordance with the district's short and long-term plans.
- Inspects facilities and grounds for the purpose of designing, organizing and scheduling needed cleaning and upkeep, grounds maintenance and repair, and/or monitoring custodial and grounds operations at district sites.
- Manages a program of grounds and custodial equipment maintenance and supplies procurement for the purpose of ensuring the availability of required supplies, machines, equipment and tools in a safe operating condition.

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- Participates in various meeting activities (e.g., staff meetings, training, professional organizations) for the purpose of receiving and/or conveying information relating to professional requirements, new products and technology, and networking with other professionals in the field.
- Prepares documentation (e.g., schedules, cost and labor estimates, work orders, plans and specifications) for the purpose of providing written support, conveying information, and responding to requests.
- Recommends policies, procedures and actions for the purpose of providing direction and making decisions.
- Responds to emergencies relating to site grounds and facility maintenance operations (e.g. fallen limbs, broken windows, flooded floors, etc) for the purpose of determining and implementing appropriate actions required to resolve reported situation.
- Oversees grounds and custodial department activities (e.g., cleaning, minor repairs, arranging furniture, ensuring event set ups, assigned grounds improvements and upkeep projects such as resod and aeration of fields, power washing of sidewalks, sweeping parking lots, etc.) for the purpose of ensuring that the department's functions are being provided in a safe and efficient manner for the district's operations and that both programs provide a sanitary, safe and attractive environment in accordance with the various site requirements.
- Performs a variety of personnel functions (e.g., interviewing, hiring, evaluating, training, staffing, scheduling, motivating, supervising) for the purpose of providing an efficient custodial and grounds services operation throughout the district.
- Researches rules and regulations (e.g., health, safety, education code, professional standards, integrated pest management program, etc.) for the purpose of ensuring that the custodial and grounds services are provided in accordance with established standards, including ensuring that the pesticide program complies with applicable standards and that appropriate personnel maintain required licensing.
- Performs a variety of functions as needed for the purpose of assisting subordinate personnel in special projects or addressing special circumstances.
- Plans, organizes and presents training programs for the purpose of developing staff custodial and grounds maintenance skills, ensuring the presentation of new techniques and equipment and implementing program standards.
- Supports Executive Director of Operations (e.g., recommending budget allocations, staffing requirements, and operational priorities) for the purpose of assisting with the job functions and responsibilities of maintaining facilities and grounds in a safe and functional condition for the district's overall operations and within annual budget constraints.
- Performs other related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND ABILITIES

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SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: administering personnel policies and practices; applying pertinent codes, policies, regulations and/or laws; operating standard office equipment including utilizing pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and preparing budgets and financial plans.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: health standards and hazards; safety practices and procedures; knowledge of pertinent codes, policies, regulations and/or laws; principles and practices of cleaning school site facilities and maintaining school grounds and athletic fields.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and groups; work with data of varied types and purposes; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adhering to safety practices; being attentive to detail; meeting deadlines and schedules; working under time constraints; and providing and following oral and written instructions.

RESPONSIBILITY

Responsibilities include: working under limited supervision using standardized practices and methods; managing a department; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services. Position is subject to on-call availability in organizing responses to emergency situations (e.g. broken windows, interior and exterior flooding, storm damage, and other unplanned events requiring attention in order not to disrupt the education process or for health and safety concerns).

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under minimal temperature variations and some hazardous conditions.

CLASSIFIED

EXPERIENCE

Job-related experience with increasing levels of responsibility is required, typically demonstrated by at least three years of journey-level grounds maintenance or custodial work including a year of experience in a supervisory or lead capacity.

EDUCATION

Targeted job-related education that meets organization's prerequisite requirements.

REQUIRED TESTING

Pre-employment proficiency test.

CERTIFICATES

Valid driver's license and evidence of insurability.

CONTINUING EDUCATION/TRAINING

None Specified.

CLEARANCES

Criminal Justice Fingerprint/Background Clearance and Tuberculosis Clearance.

FLSA STATUS

Nonexempt

SALARY RANGE

Supervisory