

**CHINO VALLEY UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Assistant Custodial Supervisor	REPORTS:	Maintenance & Operations Manager
DEPARTMENT:	Maintenance & Operations	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	226
ISSUED:	October 16, 2008	SALARY:	Range 45

BASIC FUNCTION:

Under direction of Maintenance & Operations manager plans, coordinates, supervises, schedules, and evaluates the custodial services of all District and school facilities; supervises and evaluates custodial personnel; assumes responsibilities and performs related duties as required. Employee may be required to work flexible hours on an as needed basis.

REPRESENTATIVE DUTIES:

This position reports directly to the Maintenance and Operations manager in the Maintenance, Operations & Construction department.

(E) = ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

Assists in the implementation and monitoring of the Department budget.

Interacts with the agencies, safety inspectors, and Maintenance and Operations manager as it relates to inspection and compliance reports, and ensures that all items related to the repair of facilities are expeditiously corrected. **(E)**

Keeps records and makes oral and written reports. **(E)**

Serves on District committees as assigned. **(E)**

Assists with interviewing and screening prospective custodial personnel, provides training for and evaluates new custodial employees. **(E)**

Evaluates personnel in the Custodial Department who are under his/her supervision. **(E)**

Estimates labor and material costs for work related to custodial field. **(E)**

Assists with the planning for, and control of, the use of budgeted funds; reviews school site requisitions of custodial supplies and equipment; tests new custodial supplies and equipment and makes recommendations for purchasing action, identifies opportunities for enhanced value in Custodial Services and directs the implementation of approved proposals. **(E)**

Assists in setting District standards for cleaning. **(E)**

Keeps inventory of all district equipment and supply. **(E)**

Monitors attendance. **(E)**

Schedules substitute custodians as needed. **(E)**

Conducts regular inspections of District and school sites for proper maintenance, health and safety conditions. **(E)**

Must be able to respond to emergency call-outs on off-days and after regular working hours. **(E)**

Serves in the absence of other managers in the Maintenance, Operations & Construction Department, particularly in the Custodial section.

Performs other duties as assigned.

MINIMUM REQUIREMENTS:

Education, Experience, Licenses, and other requirements:

High school diploma or equivalent is required. An Associates degree or higher is highly desirable.

At least five years of recent responsible experience in custodial work, including three years in a supervisory or lead level capacity in a school district at the high school level or supervisory of custodial in a large facility or plant is required.

Must possess a valid California Driver's License and maintain possession of such license during the course of employment. Must be insurable at standard rates and maintain insurability during the course of employment.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern cleaning methods and preferred methods of cleaning and preserving floors, walls and fixtures;
- Cleaning materials, disinfectants and equipment used in custodial work;
- Graffiti removal, safety and security, basics of mechanical Equipment commonly found in public schools;
- Principles of supervision, management, administration, training.

Ability to:

- Schedule, coordinate, supervise, inspect, and evaluate the work of custodial personnel;
- Accurately estimate labor and material costs associated with projects related to the Custodial Department;
- Instruct others in the use of mechanical and hand tools and the execution of minor non-technical repairs;
- Write and speak concisely and clearly, and compose effective written and oral reports;
- Train, supervise and evaluate work of a large work force;
- Establish and maintain cooperative and effective relationships with those contacted during the course of the working day.

WORKING CONDITIONS:

Environment:

- Indoor, outdoor, shop, and office environment
- Driving from site to site to conduct work
- Exposure to fumes, dust, and dirt
- Subject to adverse weather conditions
- Subject to noise from equipment operation
- Subject to frequent interruptions and daily contact with staff and public

Physical Demands:

- Kneeling, squatting, crawling
- Pulling, pushing, carrying, and lifting
- Climbing ladders
- Sitting, standing, or walking for extended periods of time
- Bending, twisting at the waist
- Lie on back
- Reaching overhead, above shoulders and horizontally
- Hearing and speaking to exchange information in person and on the telephone
- Walking over rough or uneven surfaces
- Visual ability to read and prepare/process documents
- Full Mobility
- May be required to wear safety and preventive wear and devices

Hazards:

- Working on ladders or scaffolding at heights
- Working in cramped or restrictive work chamber
- Working around and with machinery having high speed moving parts
- Exposure to flying debris or nails
- Subject to noise and fumes from equipment operation
- Exposure to fumes/vapors, dust, and other hazardous materials
- Extended viewing of computer monitor
- Working with and around office equipment having moving parts

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Assistant Custodial Supervisor and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(Signature of Employee)

(Date)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.