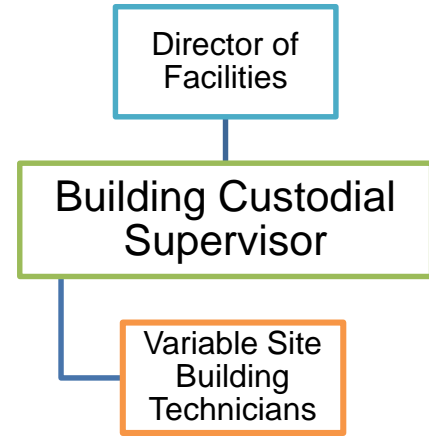


DISTRICT BUILDING CUSTODIAL SUPERVISOR

Job Title:	District Building Custodial Supervisor
Initial:	May 12, 2016
Revised:	
Work Year:	261 Days
Office:	Operations
Department:	Facilities
Reports To:	Director of Facilities
FLSA Status:	Exempt
Pay Range:	Professional Technical Range 2

Related Organization Chart



POSITION SUMMARY: The District Building Custodial Supervisor is responsible for ensuring each of the district’s instructional school campuses, including buildings, grounds and other facilities are maintained in a safe, clean, efficient, comfortable, aesthetically pleasing manner and in compliance with all safety and health rules and regulations. The District Building Custodial Supervisor ensures consistency and compliance throughout the district in all facets of building maintenance by providing support, guidance, assessment and training to the district-wide custodial program.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary.

- Maintain and update a proactive training program to include all areas of custodial responsibility including cleaning, maintenance, communication, customer service and safety.
- Perform all aspects of supervision for assigned staff to include hiring, training, performance evaluation, discipline and compensation recommendations. Assist all building managers and their respective principal with recruiting, training, hiring, budget management, scheduling and managing substitute coverage.
- Coordinate all facility, operations & maintenance for compliance with all federal, state, and local laws, central office/zone compliance and consistency issues by overseeing the activities of the building managers assigned to each school or instructional campus.
- Ensures completion of the required building custodial tasks, coordinates custodial staffing at each school site by scheduling substitutes and district variable site building technicians and deploying roving building manager to appropriate school sites.
- Communicate with the operations department to keep the COO abreast of staffing needs.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-
- Provide ongoing and startup training for all custodial staff to ensure consistency and compliance across the district.
 - Communicating with the operations department to ensure that all District 49 staff obtains the suggested and required training on an annual basis.
 - Work in conjunction with the manager of facilities and the chief operations officer to maintain and develop the appropriate training needed for all building custodial staff.
 - Ensures that all district school sites are in compliance with applicable state, federal and local laws and district-defined requirements or standards.
 - Ensures completion of required annual inspections (e.g., Fire, Health, ADA accessibility, Playgrounds, Elevator (if applicable), Backflow, Chemical management, etc.)
 - Trains and works with all building managers to ensure implementation of best practices in the overall maintenance of building, grounds and facility.
 - Works with the manager of facilities and the chief of operations office to research, develop and implement best practices in the maintenance area.
 - Work with building managers to ensure that annual needs assessments are generated for operations and capital needs.
 - Work with building managers to ensure they understand how to utilize the work order process for requested work.
 - Works with building managers to ensure they understand building level maintenance standards of performance, including what needs to be performed by the site and what needs to be requested from the district facilities department.
 - Works with the facilities manager and the chief operations officer to develop a work order user guide and facilities maintenance workbook, best practices for all aspects of building maintenance. Appropriate procedures for the use of the building facilities by outside stakeholders.
 - Advises building managers regarding approved supplies, materials and equipment to ensure compliance and consistency across the district.
 - In collaboration with the manager of facilities and the chief operations officer, develops a performance facility audit tool that can be used to efficiently provide an overview on the status of each school campus.
 - Performs other related duties as assigned.

Supervisory and Technical Responsibility:

- Directly supervises and evaluates the work of two building custodial technicians.
- Indirectly supervises building custodial staff and provides evaluation input to the building principal for building managers and custodial technicians. Participates in on site interview teams for building custodial positions and assist with performance management of building custodial staff.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- High School Diploma or equivalent.
- Must be at least 18 years of age.
- Specialized courses in OSHA and safety training preferred.

Experience:

- Ten years (10) of experience in custodial – facility maintenance related work.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-
- Five year of experience in K-12 site maintenance
 - Five years supervisory experience preferred

Skills & Knowledge:

- Excellent oral and written communication and interpersonal relation skills.
- Basic math and accounting skills.
- Ability to read and understand construction drawings, and specifications.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability and willingness to be on call and/or respond to calls 24/7.
- Knowledge of and experience with facility maintenance and custodial standards.
- Knowledge of operation and safety procedures for the following: Floor and carpet maintenance equipment, cleaning chemicals, building systems, HVAC, fire alarms, intercoms, outdoor equipment such as tractors, snow blowers, weed eaters and mowers, and various lifts used at the District.
- Ability to keep up-to-date technically and apply new knowledge to assigned work. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire
- Valid Colorado driver's license required for hire
- Aerial Lifts certification required or obtained within one year of hire.
- Ability to frequently travel among district facility locations.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands:

While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

Work Environment:

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; and outdoor weather conditions and vehicle vibration.

Mental Functions:

While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.