

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	District Supervisor I, Custodial Services	REPORTS TO:	Manager II, Maintenance and Operational Services
DEPARTMENT:	Maintenance Department	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-13/Management Salary Schedule

(Former Classification: Area Operations Coordinator)

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; plan, coordinate and monitor efficient custodial operations for schools within an assigned area; inspect facilities and recommend corrective measures to provide a safe, clean and orderly learning and working environment.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, coordinate and monitor activities of custodial personnel; ensure efficient and proper maintenance and repair of school sites to provide a safe, clean and orderly learning and working environment. *E*

Develop and prepare effective custodial work schedules and procedures to provide timely delivery of high quality services; apply formulas to assure adequate staffing. *E*

Resolve complaints in a timely manner and provide information dealing with complaints. *E*

Communicate in a timely manner with District personnel, parents, and families to provide information, coordinate activities and resolve issues, concerns or questions regarding custodial operations; confer with District personnel regarding custodial needs. *E*

Monitor health and sanitation conditions at school sites in accordance to State, City, and District policies, procedure and regulations to provide a safe, clean, and orderly learning and working environment. *E*

Prepare and maintain accurate and timely records and reports of custodial operations and activities. *E*

Coordinate with various District personnel on matters relating to site support services to provide a safe, clean, and orderly learning and working environment; monitor key maintenance and repair issues; evaluate effectiveness of custodial program and recommend corrective action to provide a timely delivery of high quality service. *E*

Submit budget recommendations for personnel, supplies and equipment; monitor expenditures during the fiscal year to ensure the financial viability of the district. *E*

Maintain accurate and updated records of equipment inventory, repairs and replacement; coordinate equipment transfer for repair, replacement or loaner; analyze and coordinate distribution of needed equipment, material and supplies for assigned custodial staff; coordinate procurement of fuel for equipment. *E*

Participate in the development of goals and objectives for an assigned area; make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance with in established guidelines. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years custodial experience, including three years in a supervisory responsibility.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials and equipment used in custodial work.
Requirements of maintaining buildings and facilities in good repair.
Appropriate safety precautions and procedures.
Cleaning equipment, tools, materials and supplies used in custodial work.
Methods, equipment and materials used in auditorium and pool maintenance work.
Methods and materials used in controlling pests, insects and weeds.
Principles and practices of training and providing work direction.
Proper methods of storing equipment, materials and supplies.
Oral and written communication skills.
Efficient record-keeping techniques.
Operation and use of hand and power tools and equipment.
Interpersonal skills using tact, patience and courtesy.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, organize, coordinate and supervise the custodial and general maintenance activities of assigned plant.
Assist skilled personnel in the maintenance and repair of buildings and facilities.
Inspect facilities for maintenance and repair needs and fire, safety and health hazards.
Supervise, train, evaluate and provide work direction to others.
Work independently with little direction and many interruptions.
Maintain and prepare accurate detailed records and reports.
Establish and maintain cooperative, effective and collaborative working relationships with a diverse range of people.
Perform heavy physical labor.
Observe legal and defensive driving practices.
Plan, prioritize and organize work to meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Communicate, understand and follow both oral and in written effectively.
Analyze situations accurately and adopt an effective course of action.
Demonstrate loyalty and high ethical standards.
Learn new or updated skills or computer/programs to apply to current work.
Manage change and design an effective system of reporting progress and monitoring results.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to conduct work; contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting for extended periods of time; walking to conduct inspections; hearing and speaking to exchange information and make presentations; seeing to read and prepare work orders; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally; bending at the waist to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions