

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SUPERVISOR – DISTRICT NIGHT CUSTODIAL SERVICES

BASIC FUNCTION:

Under the direction of the Manager-Maintenance and Operations, supervise, evaluate, plan, organize, coordinate and direct District night custodial activities related to the cleaning, care and maintenance of tile floors, carpeted areas, restrooms, offices and other facilities; assign, supervise and evaluate the work of custodial maintenance personnel at sites throughout the District assigned to the floor maintenance crew, night custodial crews and substitute custodial personnel; confer with administrators, faculty, parent groups and other groups to resolve issues and coordinate custodial maintenance projects; respond to emergency and security calls.

REPRESENTATIVE DUTIES:

Supervise, evaluate, plan, organize and coordinate District activities related to the cleaning, care and maintenance of floors, restrooms, offices and other facilities; organize, coordinate and schedule the floor maintenance crew and night custodial crew throughout the District sites (LAUNCH Preschool, all elementary schools, all middle schools and District Office); direct site personnel regarding scheduled work duties, assignments, training and implementation of specialized directions related to site changes in the area of supplies or set-up. **E**

Administer and supervise school and District sites inspections for proper utilization of custodial time, materials and equipment; assure proper custodial methods are followed and quality and quantity standards are maintained. **E**

Administer and supervise the custodial care of the District office complex, designated school sites and other facilities throughout the District; manage, coordinate and oversee night custodial crews; develop daily work schedules and assign to personnel; travel to District sites to evaluate work to be performed and to inspect completed work. **E**

Administer and supervise all District custodians in the absence of the principals during the summer vacation, spring and winter breaks. **E**

Respond to emergency and security calls regarding vandalism, alarms, broken windows, malfunctioning sprinklers and other calls; report incidents to the police and fire departments as appropriate; respond to emergency situations on a 24-hour on-call basis. **E**

Train, schedule, supervise and evaluate assigned custodial personnel; schedule, assign and oversee substitute custodial personnel including the office assistant assigned to substitute custodial placement; evaluate and screen new substitute employees for hire and make recommendations for employment; administer and supervise the training of new custodial employees; obtain input regarding substitute performance and quality of work. **E**

Administer and maintain the District custodial budget related to custodial employee assignment and appropriation of custodial supplies. **E**

Evaluate and approve Requests for Mileage refunds as they relate to District policy. **E**

Confer and coordinate with school administrators regarding issues related to building cleanliness, schedules and personnel; coordinate with site administrators for assignment of custodians to special projects; assist in resolving problems. **E**

Recommend purchase of materials and equipment for custodial duties and provide technical expertise related the use of environmentally safe product implementation; meet with vendors and evaluate new products; requisition a wide variety of chemicals, tools, supplies, and equipment. **E**

Develop and implement plans and programs to improve custodial care of District facilities; evaluate departmental efficiency and recommend the implementation of new custodial techniques, materials and equipment; conduct in-service training as necessary. **E**

Operate a variety of equipment and tools related to custodial and floor maintenance work; provide training to custodial employees, permanent and substitute, related to use and care of equipment and tools. **E**

Prepare and maintain files, logs and prepare reports related to labor, inventories, work requests, work performed, safety issues, security and substitutes as needed. **E**

Monitor usage and allocation of dust mops District wide and provide advisory recommendations for purchase and implementation throughout the District. **E**

Coordinate pest bird trapping, removal, and eradication District wide. **E**

Assist in coordination of other pest control services district wide. **E**

Plan and coordinate emergency water replenishment as needed district wide. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of supervision and training.

Modern cleaning methods including methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures.

Cleaning equipment, tools, materials and supplies used in custodial work.

Laws, rules and regulations related to assigned activities.

District organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Budgeting and record-keeping techniques.

Computer and updated software related operation.

Proper methods of storing equipment, materials and supplies.

Health and safety regulations.

ABILITY TO:

Plan, organize and coordinate District activities related to the cleaning, care and maintenance of floors, restrooms, offices and other facilities.

Train, assign, supervise and evaluate the work of custodial maintenance personnel.

Confer with administrators, faculty, parent groups and other groups to resolve issues and coordinate custodial maintenance projects.

Respond to security and emergency calls to assure safety of District facilities.

Operate a computer workstation and related software, such as an Excel database.

Create and maintain a budget.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Establish and maintain cooperative and effective working relationships with others.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Plan and organize work.

Meet schedules and time lines.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, three years of supervisory experience and five years of increasingly responsible custodial experience. Experience in a public school district is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Incumbents must complete a 14-hour asbestos awareness course. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment; subject to evening or variable hours, 24-hour on-call; and subject to driving to conduct work.

PHYSICAL ABILITIES:

Bending, pushing, moving, lifting heavy objects, standing and walking for extended period, bending at the waist, carrying, twisting/turning, climbing ladders, seeing to assure proper and complete cleaning, dexterity of hands and fingers to operate power cleaning equipment, and hearing and speaking to exchange information.

HAZARDS:

Exposure to cleaning chemicals, solvents, and related fumes