

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: November 20, 2019
Salary Schedule: 261; Row: 5

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: CUSTODIAL SUPERVISOR

JOB PURPOSE STATEMENT: Under the direction of the Director of Facilities Services, the custodial supervisor plans, organizes, coordinates, and supervises the, custodial and building maintenance activities of all district facilities; inspects facilities and consults with maintenance personnel and site administrators to coordinate and prioritize work projects; trains, assigns, supervises, and evaluates the work of assigned personnel involved in custodial and facility maintenance assignments.

JOB FUNCTIONS:

- Plans, organizes, coordinates, and supervises the custodial activities of all District Sites; assures proper and efficient maintenance and repair of district buildings and facilities; oversees work in progress and assures proper completion of work orders and contracts.
- Provide direct supervision and performance evaluations of team cleaning crews and individual crew members.
- Assist in the efficient and proper use of custodial supplies and maintain a stock control system; provide in-service training for District custodial personnel.
- Creates and maintains custodial routes and schedules for each site in the District.
- Develops work schedules and coordinates workloads for custodians for the purpose of ensuring efficient services.
- Participates in the recruitment and selection of personnel for the purpose of making recommendations for hiring quality staff.
- Prepares accident and injury reports as needed for the purpose of following district procedures.
- Inspects facilities and recommends corrective measures to provide a safe, clean and orderly learning and working environment.
- Evaluate effectiveness of custodial program and recommend corrective action to provide a timely delivery of high quality service.

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JOB FUNCTIONS (continued):

- Maintain accurate and updated records of equipment inventory, repairs and replacement; coordinate equipment transfer for repair, replacement or loaner; analyse and coordinate distribution of needed equipment, material and supplies for assigned custodial staff; coordinate procurement of fuel for equipment.
- Train and evaluate the performance of assigned staff; interview and select employees.
- Visit sites to inspect completed work for accuracy and compliance with instructions and established standards daily.
- Enforce cleanliness standards at District sites; conduct periodic training/custodial inspections standards and to assure safe and proper work practices; demonstrate the proper use of equipment as needed.
- Supervises, assigns, directs and participates in setting up school facilities for special events, activities, and programs such as, but not limited to, athletic events, dances, meetings, and civic center activities; understands setup and operation of public address system; understands and operates auditorium and stage lighting; is familiar with the operation of athletic scoreboard; gives assistance to individuals and groups using District facilities for programs and activities.
- Ability to work with various web based custodial management programs to schedule and inspect the work and equipment of assigned custodial personnel to ensure that District cleaning standards and cleaning frequencies are maintained in accordance with District policies and procedures; prepares performance appraisal reports and takes necessary action to achieve improvements in cases where work is not satisfactory.
- Inspects buildings and grounds to ensure proper security, safety, sanitation, and fire prevention safeguards are maintained; reports violations, vandalism, and theft and contacts proper authority for assistance; understands and becomes familiar with emergency procedures; trains and instructs custodial personnel in safety and emergency procedures.
- Coordinate indoor air quality initial response, inspection, mitigation, communication and follow up.
- Inspects District buildings, equipment, utility systems, and facilities to determine needed maintenance and repairs; inspects the work of night crews to assure completion of assigned project.
- Consults with District maintenance personnel, administrators, and outside contractors to coordinate, prioritize, and schedule work projects, student activities, events, and athletics.
- Answers after hour and weekend emergency calls, unlocks and locks buildings and gates; raises, lowers and cares for flags; orders, receives, accounts, stores, and inventories custodial supplies and equipment; assists or personally receives and accounts for school supplies and equipment; inspects and reports the need for maintenance repairs.

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JOB FUNCTIONS (continued):

- Assists fire and other inspectors in conducting their inspections.
- Coordinate storage and pickup related to hazardous waste and universal waste.
- Understand and follow District's emergency spill procedures and notification protocol.
- Maintains records of custodial activities and supplies; performs minor preventative maintenance duties.
- Confers and cooperates with school personnel, administrators, and the public in regard to the utilization of facilities and equipment for special programs and activities; supervises the cleaning maintenance operations for swimming pool and understands the operation of all related swimming pool equipment; understands and assists in layout and preparation of athletic fields for activities and events; operates all related custodial equipment, tools and power sweeper and cares for same; reviews and submits time reports, and personally performs duties as necessary.
- Determines needed equipment, materials, and supplies for the requisition of a variety of supplies, maintenance tools, and equipment; assures proper receipt of ordered materials.
- Knowledge of modern office methods and equipment, including productivity tools programs and the preparation of correspondence, reports, training materials and presentations.
- Conducts a variety of informational and instructional meetings for custodial staff to assure safe and proper work practices.
- Programs and sets intrusion alarms for various schedules; Can be called to respond to on-call emergencies and communicates with security or police as required.
- Participates in a variety of grounds, custodial, maintenance, and repair activities as necessary.
- Reads and interprets building plans, blueprints, and specifications and assures conformance with building and safety codes, regulations, and requirements.
- Maintains emergency preparedness inventories, supplies, site evacuation routes, radios and updates site map.
- Participates and attends on-going professional development to stay current with emerging trends related to building maintenance, operations, environmental concerns and custodial practices.
- Check classrooms, cabinets, custodial closets and other areas where chemicals are kept to ensure organized, clean, labeled and secure. Maintain site Safety Data Sheets (SDS), or SDS on-line program as needed.
- Coordinate and schedule regular preventative maintenance and emergency repairs for site while fleet vehicles and trailers.

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JOB FUNCTIONS (continued):

- Shall be required to coordinate and attend safety committee meetings.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern methods, materials, and equipment used in custodial work; maintaining school buildings and grounds in a safe, clean and orderly condition; general principles applicable to minor repairs; general fire safety and security regulations for school facilities; understanding of environmental hazards and response related to indoor air quality, universal waste, hazardous waste, and emergency spill procedures and notification protocols; shutting down utilities such as water, gas electric, and backflow valves; school security and alarms; basic understanding of electrical systems, HVAC, and computerized energy management programs, including how to shut down; operation of emergency lighting systems; proper cleaning procedures of contaminants; principles of swimming pool cleaning, operations and maintaining health standards; modern principles of employee training and supervision; recordkeeping and report writing; and techniques and principles of public relations.

Ability to:

- Use cleaning materials and equipment with skill and efficiency; perform heavy physical, sometimes unpleasant labor; train and supervise directly and through subordinates a staff of custodial personnel; maintain and enforce District work standards; maintain records and reports; evaluate performance of custodial employees; prepare and conduct performance appraisals; revise work schedules temporarily to meet changing needs and emergencies; understand, explain and carry out oral and written instructions; read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; estimate and order custodial supplies; climb ladders and perform work above floor height; establish and maintain cooperative working relationships with students and all others contacted in the course of work; work independently with little direction; carry out supervisory responsibilities in accordance with the PUHSD policies, collective bargaining agreements, and applicable laws; write routine reports, injury reports, and correspondence; meet schedules and timelines; develop, plan and organize work; be on call 24 hours a day; present a positive image of the school district to the public; understand the needs of children and demonstrate a genuine liking for children.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machine.
- Able to communicate and obtain information in English.

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PHYSICAL ABILITIES (continued):

- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift up to (50 pounds), carry up to (50 pounds), and walk.
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to operate office machines and equipment in a safe and effective manner.

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma

Experience:

- Three years of experience in custodial work, preferably two years of which shall have been in a supervisory capacity, in a school district

Licenses, Certifications, Bonding, and/or Testing:

- Valid Class C Driver's License
- Physical Examination Clearance
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Management Position