

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Title Area Custodian Supervisors

Supervisor's Title Supervisor, Custodial Services

Date Prepared 4/91 **Date Reviewed** 3/99 **Date Reviewed** _____

Employee/Incumbent Review **Immediate Supervisor Review** **GCEA Review**

Dept Aprvl _____ **HRM Aprvl** _____ **Superintendent Aprvl** _____

Location _____ **Lane** _____

Implementation Date _____ **ADA Review** _____

Job Summary

The Area Custodial Supervisor provides professional expertise to District custodians for the maintenance of school buildings, administration buildings and other properties of the District, including landscape. Incumbent works with principals and other administrators to assist in planning and organizing work, training custodial personnel, and monitoring Head Custodians and other custodial personnel to assure compliance with federal, state and district policies.

Essential Functions

1. Training and assisting in reviewing the performance of Head, Associate, Assistant Custodians and Custodial Helpers. The training of all Head Custodians in new and updated cleaning procedures, chemicals, equipment, laws and regulations. Other duties include the requisition of cleaning supplies, making out work orders and following through to see that assignments have been effectively carried out.
2. Monitors the cleanliness and maintenance of the school building and grounds, reports any deficiencies to the principals and the Custodial Supervisor.
3. Conducts inspections of assigned buildings. Trains and monitors MSDS information in buildings assigned.
4. Organizes and supervises special crews in District-wide projects that are best handled in a consolidated fashion (waxing, sealing and/or refinishing various floors, extracting carpets, etc.)
5. Substitutes for Head Custodians when they are sick or unable to meet their responsibilities.
6. May be called upon to assist or conduct custodial training classes and/or seminars.
7. Prepares and cleans boilers for annual inspection.
8. Makes arrangements for the needs of special programs, parties, meetings and other activities in assigned buildings (arranges seating, furniture, lights, sound, etc.)
9. Performs periodic major cleaning projects (scrubbing walls, ceilings, restroom and floor renovation).
10. May be called upon anytime to handle emergencies in any of the buildings such as vandalism, water damage, fire damage boiler alarms, etc.
11. May be asked to mediate problems between principal and custodian.

12. Surveys buildings to assure that state staffing requirements are being met.

Non-Essential Functions

Occasional duties as assigned (within skill level).

Required Knowledge, Skill and Ability

Incumbent must be or may be required to be knowledgeable about and/or skilled in:

1. The use of record files.
2. The use of hand tools, small power tools, gardening tools.
3. Heating plant operation, ventilation systems.
4. The use of cleaning equipment (snow plow, lawn mower, buffers, auto scrubbers, carpet extractors, etc.).
5. The use of various types of pipe, wire, lumber, building materials, cleaning supplies, ladders and scaffolds.
6. Emergency procedure plans (fires, bombs, earthquakes, etc.).
7. Carrying out specialized projects such as refinishing wooden gym floors, dying of carpets, testing of boiler water treatment, etc.).
8. Building and grounds layout in area of responsibility. This includes maintenance of the building, building security and locations of emergency shut-offs and equipment.
9. Ordering and budgeting procedures.
10. Employee documentation and personnel procedures.
11. Public relations skills and ability to mediate custodial problems in the buildings.
12. Needs pool and spa certification.
13. Certification required in Boiler inspection, must be able to be certified as an instructor in "manlift operation," and needs to be able to complete 16hr asbestos course.

Minimum Entrance Requirement for Training

A High School diploma or equivalent. Various in-service classes and certification classes must be completed successfully as required (such as training in the use of specialized machinery or equipment, pool and spa certification, special training to work with and around hazardous materials and chemicals including asbestos, caustic chemicals and strong alkaline stripping solutions).

Minimum Entrance Requirements for Prior Experience

Two years Granite School District Head Custodian experience with demonstrated competence.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

The incumbent is accountable to the Custodial Supervisor for the proper training of custodial personnel (training in ordering supplies, cleaning techniques, safety, etc.) Must ensure staff cooperation and effective interstaff relationships.

Interaction With Others (Non-supervisory)

Works with school administration and others when substituting for Head Custodians.

Supervision

The incumbent has the authority to inspect and request changes in what is being done and who is doing it. Has 30 or more campuses within area of responsibility. The Principal and Custodial Supervisor may delegate authority to incumbent to make decisions and judgments needed to ensure adequate planning and coordination of activities for the personnel assigned in a given area. Requires review and monitoring of contract employees.

Helps interview and makes recommendations for hiring and termination of hourly personnel. Incumbent may join interview committee for hire and assists in review of performance of Head, Associate, Assistant Custodians and custodial helpers.

Working Environment

Work entails some sacrifice of personal comfort while working outdoors in the cold or heat. Exposure to some hazards including carrying gas from district shops to supply machines. Subject to work irregular hours in emergencies (in charge of clean-up crews for fires, floods or other emergencies). The flow of work is steady with pressure to complete the work tasks. Involuntary interruptions occur. May be required to enter tunnels or other portions of building where asbestos containing materials are present, using respirators and other appropriate equipment to perform custodial related duties. May be required to work with caustic chemicals or other hazardous chemicals requiring the use of a respirator and other safety equipment.

Physical Demand Characteristics

Involves light-weight cleaning equipment, supplies, materials, etc., occasionally moves heavy objects. Most lifting is under 100 pounds.