



TITLE: SUPERVISOR – CUSTODIAL AND GROUNDS

DEFINITION:

Under general supervision of the Manager of Maintenance, Operations and Grounds, assists in the supervision of custodial, delivery and grounds keeping staff. Instructs and trains existing and new personnel, assists in scheduling work functions, may assume the responsibilities of the Manager if absent, and performs other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Checks cleaning procedures and grounds-keeping procedures and techniques, to determine adequacy and efficiency.

Prepares work schedules and ensures work assignments and standards are maintained at acceptable levels.

Coordinates with school site administrators and District management on special cleaning or grounds keeping problems.

Supervises all pest control activities.

Ensures schools and school grounds are cleaned and kept in a safe and secure manner.

Recommends selection and purchase of custodial supplies at all sites.

Prepares budget estimates for departmental operations.

Prepares and submits written and oral reports as required.

Assists in the selection of personnel.

Assists in the determination of replacement requirements for equipment and disposal of obsolete equipment.

Responds to emergency situations as required.

JOB QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Safe work practices including OSHA and Department of Pesticide regulations, as they relate to position.

Plant types adapted to the climate in the area, with particular regard for those varieties suitable for school ground areas.

Common tree, shrub and lawn pests and diseases and the methods of control and eradication.

Principles, methods, materials and equipment used in custodial and grounds keeping work.

Principles of planning and coordinating workloads for grounds keeping and custodial personnel.

Principles and practices of effective supervision and training.

Skill and Ability to:

Schedule work and personnel for various locations within the District.

Effectively supervise, train and evaluate employees.

Evaluate and select custodial and grounds keeping supplies and equipment.

Train others in safe work procedures, identify workplace hazards and take appropriate corrective action.

Maintain accurate departmental records and prepare written and oral reports.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the incumbent is frequently required to stand, walk, crawl, crouch, kneel, sit, use hands to finger, handle or feel, reach with hands and arms, talk and hear. The employee must frequently lift, and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the incumbent frequently works in both indoor and outdoor environmental conditions. The employee will be required to travel to various facilities within the District. The employee frequently works with a video display terminal. The employee may be required to attend evening meetings and to work evenings or weekends. The employee may be called upon to respond to after-hours emergency calls. The noise level in the work environment can vary and requires exposure to operating machinery. The employee is subject to frequent interruptions.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and abilities to perform the essential job functions is qualifying. A typical way to obtain the knowledge and abilities would be:

EDUCATION:

Required: Equivalent to completion of high school.

Desirable: Equivalent to completion of two-year course of study leading to an associate degree in landscaping, horticulture, supervision, management or a related field.

EXPERIENCE:

Required: A combination of three years of increasingly responsible experience in commercial/industrial grounds maintenance, gardening, landscaping, custodial operations or a related field.

Desirable: One year of supervisory experience.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license with no restrictions that would preclude driving on the job, is a continuous requirement.

Incumbents in this class will be expected to possess, or obtain within a period of 6 months from date of hire, a certificate issued by the State of California Food and Agriculture Department, qualifying them as pesticide applicators.

OTHER CONDITIONS OF EMPLOYMENT:

In accordance with California law and the Education Code, position incumbents must maintain a Department of Justice background record which is free of convictions.