



## CUSTODIAL SERVICES SUPERVISOR

---

### Position Summary

The Custodial Services Supervisor, as assigned, is responsible for the daily operations and planning for Custodial Services; coordinating, directing, supervising and evaluating custodial programs and related activities.

### Supervisory Relationship

This position reports to the Custodial Services Manager; provides leadership and direction to custodial staff, including other district staff as assigned.

### Essential Functions

1. Supervises activities and operations of Custodial Services. Supervises assigned areas for the purpose of ensuring all buildings and sites are appropriately clean for purposes of aesthetics and health and safety, in accordance with accepted industry standards and district; practices, protocols and standards.
2. Provides direction to custodial staff, vendors and contractors, ensuring delivery of a full range of custodial services and supportive work functions. This requires routine on site evaluation of quality, quantity and outcome of work and tasks assigned to staff and contractors.
3. Provides shared oversight of school based custodial staff with principles, including school requested custodial projects, hiring, disciplinary investigations and performance evaluations.
4. Assists with developing budgets, forecasting and monitoring.
5. Assists with Custodial Services staffing.
6. This position is responsible for coverage of staff or position absences, at all hours of the day, night and weekends. This requires constant attention to communications received from staff and the planning and dispatch of other staff in order to maintain the appropriate levels of service. Oftentimes, this requires the incumbent to dispatch custodians from 4:30am through 11:30pm.
7. Assists with the staffing process from job description creation and modifications, screening applicants, interviews, reference checking, hire recommendations, new hire onboarding and training, coaching, evaluation, investigations and discipline process up to and including recommending termination.
8. Assists with solicitations for vendors, professional services and contractors required for Custodial Services. This includes trialing of supplies and vendors to ensure they provide the level of service required without other significant implications in regards to Personal Protective Equipment (PPE), Integrated Pest Management (IPM), Indoor Air Quality (IAQ) and other visual concerns.
9. Assist with the custodial equipment fleet management, including all inventories from hand tools to carpet extraction vehicles. This position requires constant attention to new equipment on the market that may increase operational efficiencies. This position assists with complex trials and analysis of equipment, and after careful consideration, makes recommendations on equipment purchases to replace/reduce/upgrade and or increase fleet. Responsible for ensuring all fleet is inventoried, maintained, and fully operational. Ensures all employees are trained on all tools and equipment to ensure efficient and safe operation.

10. Assists as Key staff member in cases of suspected, presumed or confirmed infectious disease outbreak. Includes making recommendations on supplies and implementing cleaning protocol that protects both the staff performing the cleaning and those occupying the space thereafter. Implements standard response protocol for known and newly identified infectious diseases. Coordinates recommendations with a wide range of staff.
11. As required, responds to questions originating outside of Custodial Services. These often are from, but not limited to; public, other public entities, compliance/regulatory entities, school principals, instructional staff and administration. Exercises sound professional judgment in all communications. Prepares written materials to document and communicate activities as required. This position requires careful communications of complex topics that often require adaptation to appropriately communicate to the intended audience.
12. Lead the preventative and restoration cleaning during major school session breaks. This generally includes coordination of staffing and activities across buildings. Oftentimes assists with or requires complex scheduling and coordination due to building use in the form of rentals, school and district programs, construction and general maintenance activities.
13. Assists with other non-routine tasks that include, but are not limited to recommendations and/or cleaning after; vandalism, construction and disaster response.
14. Works independently to complete tasks with minimal direction and exercises discretion appropriately for the best interests of the district.
15. This position may be required to be part of the Regional Facilities Department Emergency Response program, requiring after-hours coverage. Promptly responds and calls other staff to make the scene safe before departing.
16. Performs all other duties as assigned.

### **Required Knowledge, Skills and Abilities**

1. Knowledge, skill and ability to adapt and promptly respond to scenarios ranging from routine operations to disease outbreak, disasters or emergency response.
2. Ability to maintain a positive demeanor in the face of controversial situations.
3. Knowledge, skill and ability in custodial services, from planning, equipment, operations, training, procedures, record keeping, routine/preventative and restoration cleaning.
4. Knowledge, skill and ability in supply chain logistics and contracting to ensure completion of the work required.
5. Knowledge, skill and ability in leading and/or supervising, training and coaching of staff.
6. Knowledge, skill and ability to manage multiple competing priorities.
7. Knowledge of fumes or airborne particles and toxic chemicals.
8. Ability to research and adhere to District financial procedures, public contracting code, model public contract rules, procurement procedures and ability to implement findings in performance of work.
9. Knowledge of health and safety with the ability to assist with the development of plans, protocols and procedures. This position requires the skills in training to highlight important and relevant standards to emphasize why these protocols are in place to help reduce injury rates.
10. Knowledge, skill and ability in the use of computer systems including word processing, email, scheduling, spreadsheets and other software programs.
11. Knowledge, skill and ability in working collaboratively with a variety of people at various levels and diverse backgrounds.

## Minimum Qualifications

1. Minimum of four (4) years of experience in supervising staff in the performance of custodial, maintenance or other related work.
2. Must have experience in collaborating with and providing direction to staff in the form of verbal or written instruction.
3. Must have experience in identifying and correcting work performance to ensure compliance with policies and procedures.
4. Community College or Vocational degree with study in position related area is preferred.
5. Valid Oregon Driver's License
6. Bilingual proficiency and/or multicultural experience strongly preferred.

*(Note: Applicants may be considered who have comparable, but not identical, professional experience in public school custodial and/or maintenance or closely related field. To be considered, candidates must be able to demonstrate how their experience is equivalent to the stated minimum qualifications)*

## Work Environment

Requires prolonged sitting and/or standing, physical exertion to manually move, lift, carry, pull, or push heavy equipment, tools, objects or materials; stooping, kneeling, crawling, bending, turning, reaching, climbing, and balancing. Work indoors and outdoors year round in sometimes-noisy environments and around dust, fumes, chemicals and odors. May include work at elevations requiring fall protection equipment.

This Supervisor is on call 24 hours a day, seven days a week including weekends and off-duty hours. Assigning substitute employees, fielding calls and answering questions or problem solving, generally, but not limited to, 4:30 am through 11:30 pm, during the custodial workweek. May become part of the Facilities Department Regional Emergency Assignment with authority to assign maintenance and custodial personnel to meet emergency needs or secure contractors as required to satisfy emergency issues.

(Note: The statements contained herein reflect the general details as necessary to describe the essential functions of this position, the level of knowledge, skills, and abilities typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. Generally, this position requires working beyond 40 hours a week to be successful.)

ADDITIONAL INFORMATION	
<b>Employee Unit</b>	4J MAPS Association
<b>Pay Grade</b>	Grade 7
<b>Approved by</b>	Karen Hardin, Director of Human Resources
<b>Last revised</b>	June 29, 2021