



Job Title: Maintenance/Custodial Supervisor **Wage/Hour Status:** Exempt
Reports To: Director of Maintenance **Pay Grade:**
Dept. /School: Maintenance **Date Revised:** 09/28/2011

Primary Purpose:

Direct, coordinate, and monitor custodial services for all district facilities. Establish cleaning schedules and procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

Qualifications:

Education/Certification:

High school diploma or GED
College preferred or equivalent experience
Valid Texas driver's license
Insurable by the district's insurance carrier

Special Knowledge/Skills:

Knowledge of routine custodial practices, methods, and services
Knowledge of various types of custodial equipment, chemicals, and products used in cleaning maintenance
Knowledge of minor repair techniques and building and grounds maintenance
Mathematical and mechanical aptitude
Knowledge of purchasing methods and procedures
Ability to manage personnel
Effective planning, organizational, communication, and interpersonal skills

Experience:

Five years experience in building management, including three years' supervisory experience preferable in custodial personnel

Major Responsibilities and Duties:

Maintenance and Custodial Management:

1. Establish and administers schedules and procedures for the regular custodial care of grounds care and maintenance care of the facilities of the school district.
2. Interview custodial and maintenance applicants and recommends applicants for employment.
3. Assigns and supervises all-day and evening custodial staff workers and maintenance workers.
4. Recommends custodial/maintenance supplies and equipment to be used.

5. Work cooperatively with principals and facilities managers to ensure a high standard of safety, cleanliness, and efficiency of building operations.
6. Maintain custodial/maintenance work schedule for each individual building.
7. Maintains records of employee' absences.
8. Evaluates job performance, trains, motivates, and disciplines maintenance/custodial staff.
9. Schedules yearly in-service training for all custodial/maintenance staff.
10. Attends required staff development as assigned by the Administrator and/or Supervisor.
11. Inspect all district buildings and facilities and initiate cleaning and repairs as needed.
12. Make assignment changes and arrange for substitute custodians as needed.
13. Coordinate the moving and delivery of district furniture, books, inventory, etc.
14. Direct and assist in setting up facilities for special events.
15. Schedule and supervise summer maintenance/custodial projects, including cleaning and refinishing floors.

Safety:

16. Provide training and orientation to all custodians/maintenance in cleaning procedures and proper use of chemicals and equipment.
17. Provide training and orientation to all maintenance staff in proper use of equipment.
18. Instruct assigned personnel on proper and safe use of equipment and chemicals.
19. Operate tools and equipment according to established safety procedures.
20. Ensure that equipment is in safe operating condition.
21. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
22. Correct unsafe conditions in work area and report any conditions that are not correctable to administrator/supervisor immediately.

Inventory and Equipment:

23. Test and recommend custodial supplies and equipment to be used.
24. Prepare, implement, and maintain preventive maintenance schedules for custodial/maintenance equipment.
25. Order equipment and supplies and maintain accurate records.
26. Recommend replacement of existing equipment.
27. Conduct annual inventory of physical equipment and supplies.

Other:

28. Work irregular hours and respond to after-hours emergency calls as needed.
29. Assist in the preparation of department budget.
30. Assist in recruiting, screening, training, and evaluation of custodial/maintenance personnel.
31. Maintain accurate information for payroll reporting (time cards, tardiness, and absenteeism).
32. Other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate the work of assistant supervisor, head custodians, assistant head custodians, custodians, and maintenance personnel.

Equipment Used:

Buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, shampooer, lawn mower, edger, and weed eater. Light truck or van.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent walking, standing, climbing, pushing and bending throughout the day, and heavy lifting and carrying. Work outside and inside, on slippery or uneven walking surfaces, and ladders. Exposure to noise and electrical energy. Exposure to hot and cold temperatures, dust, toxic chemicals and materials. Frequent district wide travel to each campus, climbing in and out of vehicle approximately 15 to 20 times per day. Occasional prolonged or irregular hours.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.