

ALTA LOMA SCHOOL DISTRICT

FACILITIES SUPERVISOR

DEFINITION

Under the direction of the Director of Maintenance, Operations and Transportation, the Facilities Supervisor provides oversight and training of the custodial team. The incumbent provides the technical expertise needed to define specific programs necessary to maintain District facilities in the most efficient and effective manner. This individual is responsible for the development of plans and strategies to maintain consistent expectations for cleanliness, safety, and security of District buildings and facilities. This individual communicates information and directly supports site administrators (who serve as immediate supervisor and evaluator of site custodians) with understanding the technical performance of skilled custodial staff members, delegation of responsibilities, setting goals and objectives, and solving issues and concerns when any arise; and participates in other related duties as assigned.

ESSENTIAL DUTIES

- Support the commitment to the District's mission, vision, and goals by providing a clean, attractive, safe and secure environment.
- Assists in the preparation of preliminary budgets for the purpose of recommending new and replacement equipment purchase.
- Prepares operating statistics and cost control data for the custodial department based on plans developed for replacement of supplies and existing equipment.
- Evaluates and makes recommendations on equipment, supplies, projects and procedures.
- Assists with inventory planning and control for the purpose of promoting efficient practices.
- Procures supplies and equipment necessary to maintain effective and efficient custodial services.
- Keeps records of operations in conformance with District and State policies for the purpose of developing and submitting reports as required.
- Maintains liaison with state and local agencies for the purpose of complying with rules and regulations regarding hazardous materials including conducting inventories and meeting posting requirements.
- Coordinates sanitary disposal services for the purpose of meeting the needs of the District.
- Conduct site inspections to ensure District standards are being maintained.
- Works cooperatively with administration, other staff and custodial staff in evaluating site needs, developing custodial cleaning schedules and recommending equipment and supply needs for the purpose of providing efficient services.
- Develops standards for the purchase of custodial supplies and equipment in coordination with the purchasing department for the purpose of ensuring quality control and standardizing District services.
- Develops work schedules and coordinates workloads for custodians for the purpose of ensuring efficient services, in partnership with site administration.
- Implements performance standards to meet service expectations and productivity measures to identify and track progress toward expectations.
- Provide positive and strong leadership, coaching, and mentoring for employees to monitor performance and results.
- Travel throughout the District as required.
- Monitors and inspects custodial work for the purpose of ensuring adherence to established District cleaning, sanitation and safety standards.
- May work a varied schedule that includes evening and/or weekend hours.
- Prepares accident and injury reports as needed for the purpose of following District procedures.
- Reports safety hazards and repair needs to appropriate personnel for the purpose of ensuring safe facilities.
- Monitors safe working practices and safety programs for the purpose of ensuring efficient practices and promoting proper working habits.

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- Researches and tests new custodial methods, supplies and equipment for the purpose of improving custodial services.
- Provides training and supervision for District custodial staff for the purpose of promoting efficient practices.
- Conducts meetings as needed for the purpose of disseminating information to custodians.
- Participates in the recruitment and selection of personnel for the purpose of making recommendations for hiring quality staff.
- Oversee the planning, organization, work scheduling, and leading of custodial staff in cleaning and maintaining school facilities.
- Work independently with minimal supervision, take initiative with basic problem solving and exhibit flexibility to meet District needs.
- Assist in emergency operations and procedures.
- Assist and participate in staff meetings, professional development and training as required.
- Work collaboratively with District and site staff in resolving problems and unusual situations.
- Interact with District personnel in a professional, friendly, tactful and appropriate manner.
- Ensures security of District property at all times.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Service excellence and inventory control

District, State, and OSHA policies

Industry standards

Project management and ability to prioritize tasks

Methods, procedures, materials, and equipment utilized in cleaning and maintaining a variety of surfaces, and equipment;

Effective cleaning and maintenance procedures;

Safe working methods and procedures;

Policies, regulations, and operational guidelines pertaining to the cleaning and maintenance of school facilities;

Effective leadership and communication techniques;

Basic clerical, technical, mathematical oral and written English skills.

Ability to:

Effectively maintain work schedules and routes;

Perform light to moderately heavy manual activities;

Effectively lead District custodial staff and evaluate work performance;

Effectively and efficiently assist in the training and orientation of custodial staff ;

Direct, understand and carry out oral and written directions;

Establish and maintain cooperative working relationships;

Utilize effective interpersonal skills including tact, patience and courtesy;

Work independently with minimal supervision;

Take initiative with basic problem solving and exhibit flexibility to meet District needs;

Make decisions based on sound judgment, discretion and honesty;

Communicate effectively with others, demonstrating poise, patience, sensitivity and cultural understanding;

Use positive and appropriate methods to maintain standards of student behavior;

Perform basic first aid and CPR.

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EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Five years of experience in skilled custodial work, including one year of experience in a lead or supervisory capacity.

Education:

Equivalent to the completion of the twelfth grade.

Certificate Requirement:

Current First Aid and CPR training certification is required.

License Requirement:

Possession of a valid Class C, California Driver's License

SUMMARY OF PHYSICAL DEMANDS RATINGS

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

NP = Not Present – Does not exist
O = Occasionally – Up to 1/3 of the time
F = Frequently – From 1/3 to 2/3 of the time
C = Constantly – 2/3 or more of the time

1.	STRENGTH:		
A.	Standing	40%	
	Walking	40%	
	Sitting	20%	
B.	Lifting	C	50 lbs.
	Carrying	C	50 lbs.
	Pushing	F	50 lbs.
	Pulling	F	50 lbs.
2.	CLIMBING	O	
	BALANCING	O	
3.	STOOPING	O	
	KNEELING	O	
	CROUCHING	O	
	CRAWLING	O	

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|----|---|----|
| 4. | REACHING | C |
| | HANDLING | C |
| | FINGERING | O |
| | FEELING | O |
| 5. | TALKING: | |
| | Ordinary | O |
| | Other | O |
| | HEARING: | |
| | Conversations | O |
| | Other Sounds | O |
| 6. | SEEING | |
| | Acuity, Near | F |
| | Acuity, Far | F |
| | Depth Perception | F |
| | Accommodation | NP |
| | Color Vision | NP |
| | Field of Vision | O |
| 7. | PHYSICAL DEMANDS RATING SUMMARY: Medium Work: (1) 2 3 (4) 5 (6) (DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parentheses). | |
| 8. | PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying/pushing/pulling are furniture, trashcans, dumpsters, ladders, floor polisher, vacuum; reaching/handling are vacuum, supplies, broom. | |

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

The following analysis represents an evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:

NP = Not present in the job environment
 S = Seldom – Under 5% of work day
 O = Occasionally – Up to 1/3 of the time
 F = Frequently – From 1/3 to 2/3 of the time
 C = Constantly – 2/3 or more time

- | | | |
|----|--------------|-------------|
| 1. | ENVIRONMENT: | |
| | Inside 50% | Outside 50% |
| 2. | EXTREME COLD | S |
| 3. | EXTREME HEAT | O |

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|----|---|-----------------------------------|
| 4. | WET/HUMID | S |
| 5. | NOISE
VIBRATION
Comments regarding "Noise" = cleaning equipment
Comments regarding "Vibrations" = cleaning equipment | 120 decibels
O |
| 6. | HAZARDS:
Mechanical
Explosives
Electrical
Radiant Energy
Burns
Other Hazard/s | S
NP
S
NP
S
NP |
| 7. | ATMOSPHERIC CONDITIONS:
Fumes
Mists
Odors
Gasses
Dusts
Poor Ventilation
Other Atmospheric Hazards
Comments regarding "Fumes" = Cleaning solvents, wax strippers
Comments regarding "Odors" = Spray cleaner
Comments regarding "Dust" = Dust | F
O
F
NP
F
S
NP |
| 8. | PROTECTIVE CLOTHING – DEVICES Gloves, safety glasses, dust/face mask, back safety belt, safety shoes | |

E. C. SUMMARY: Inside Work: 2 3 4 5 6 (7). Numbers encircled by () indicate significant involvement of factors enumerated and rated above.