

SUPERVISOR, FIELD OPERATIONS

Range 42, Supervisory Salary Schedule

DEFINITION

Under general supervision, plans, coordinates, supervises, and directs custodial operations of the District; assists the Coordinator, Support Services in conducting the District's maintenance program; and does related work as required.

EXAMPLES OF DUTIES

Assists Site Principals and the Coordinator of Support Services in planning, organizing, and supervising the work of District custodial staff; reviews and evaluates supply and material requisitions pertaining to custodial operations; participates in testing and evaluating new products for utilization by District custodial staff; assists in assignment of regular work schedules and assumes responsibility for cleanliness and safe condition of the buildings; supervises and checks the cleaning of classrooms, rest rooms, halls, fixtures, and equipment; assigns special custodial duties for various educational, social, and civic activities; confers and cooperates with principals and officials regarding use of school facilities; inspects buildings and reports dangerous, unsightly, or inefficient condition and/or sees that such conditions are corrected by custodial staff; responsible for maintenance and replacement scheduling of custodial equipment; assists in the coordination and supervision of work by maintenance department personnel; assists in scheduling work completion according to established time schedules; assists in training or arranging for the training of maintenance employees in technical repair procedure and correct use of tools and equipment; assists in development and implementation of effective maintenance program; makes recommendation on transfer, promotion, and disciplinary action of personnel.

LICENSE REQUIRED

Possession of a valid and appropriate California Driver License.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern cleaning methods and preferred methods of cleaning and preserving floors, walls, and fixtures;
- Cleaning materials, disinfectants, and equipment used in custodial work;
- Various types and methods of building construction;
- Various skills and trades used in connection with construction and maintenance of buildings and other structures.

Ability to:

- Supervise, organize, and instruct others effectively in custodial and maintenance work;
- Prepare work schedules for assigned employees;
- Prepare and submit written and oral reports;
- Establish and maintain time and cost records
- Read and interpret Building Plans;
- Establish and maintain effective relationships with others;
- Possess and maintain the appropriate California Driver License;
- Operate appropriate motor vehicles;
- Meet and maintain driving standards for District driver improvability.

Experience:

- Five years or equivalent in custodial and maintenance work – at least two of which should have been in a supervisory or lead capacity.

Education:

- Equivalent to graduation from high school.