

ISD191 Job Description

JOB TITLE: Operations and Custodial Supervisor

Exempt (Y/N):	YES	Date: 12/15/2020
DEPARTMENT:	Operations & Properties	
SUPERVISOR:	Director of Operations and Transportation	
EMPLOYEE GROUP:	Operations and Maintenance Supervisors	

Summary: Under the direction of the Director of Operations and Transportation, the O&M Supervisor is responsible for assisting in providing leadership and supervision to custodial employees, managing health and safety, and assisting the Director of Operations as needed to ensure the efficient functioning and operation of district facilities and that a safe, clean and attractive environment exists for students, employees and the community through performing the following essential duties and responsibilities:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties as assigned.

1. Monitors work orders to schedule appropriate personnel to tasks which require the greatest need for quick repairs.
2. Orders material/supplies as required for custodial department, keeping records of delivery and inventory.
3. Initiates workshops and in-service for general operations personnel in specialty areas.
4. Schedules and monitors daily tasks assigned to custodial workers, and inspects completed work for conformance to standards.
5. Coordinates all overtime assignments to meet the needs of the buildings and community activities.
6. Conducts building walkthroughs to make sure the buildings are clean for the occupants.
7. Maintains current and accurate records of supplies, tools, equipment and repairs.
8. Coordinates moving requests for furniture and equipment.
9. Maintains records of custodial employees, including time sheets, vacations, sick leave, etc.

SUPERVISORY RESPONSIBILITIES: This position supervises custodial employees and coordinates assignments with the Director of Operations and Properties and other Operations and Maintenance Supervisors.

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

EDUCATION and/or EXPERIENCE: High School Diploma and at least 10 years of progressive experience with operations and maintenance of institutional buildings, health and safety. Knowledge of building/fire codes, OSHA standards, ADA compliance laws.

LANGUAGE SKILLS: Ability to read and interpret contract documents, specification formats, safety rules, technical manuals, laws and rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to use language with precision and accuracy in written and oral form.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to use EXCEL, ability to use all mathematical functions above to derive and understand cost estimates.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete and abstract variables in standardized situations. Excellent project solving and decision-making skills.

TECHNOLOGICAL SKILLS: Computer skills including Google Apps, Adobe and Computer Aided Facilities Management (CAFM) e-mail, voicemail, etc.

CERTIFICATES, LICENSES, REGISTRATIONS: 1st Class Boiler License

OTHER SKILLS and ABILITIES:

- Excellent organizational skills, attention to detail and follow-through required
- Ability and willingness to follow directives from supervisors.
- Ability and willingness to follow district rules and policies.
- Ability to work effectively with staff, consultants, and contractors
- Ability to maintain regular attendance
- Ability to work alone, be self-directed
- Interpersonal skills, including ability to work well with others, be polite, helpful, courteous and compassionate
- Knowledge of building energy mgmt system / computer
- Knowledge of electrical, plumbing, HVAC and heating systems
- Ability to take initiative

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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; detect odors. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the 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. While performing the duties of this job, the employee regularly works in outside weather conditions and is on occasion exposed to toxic or caustic chemicals. The employee frequently works near moving mechanical parts and is on occasion exposed to risk of electrical shock. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, extreme heat, and vibration. The noise level in the work environment is usually moderate.