



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Custodial Area Supervisor**
 Job Family: **Custodial**
 Prepared/Revised Date: **September 12, 2023**

FLSA Status: **Exempt**
 Pay Range: **OP25Y**
 Job Code: **61301**

SUMMARY: Responsible for supervising the custodial staff of up to 30 sites. Make employment and personnel decisions such as hiring, training, evaluating, disciplining, and terminating custodial employees. Ensure quality of service, safety, and health conditions in area schools. Train and counsel custodial staff, analyze operations, and communicate with Custodial Manager the ongoing needs of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Supervise the custodial maintenance and custodial staff of approximately 100 staff working day and night shifts spanning 18 hours, year-round at 30 sites in an area. Inspect facilities for quality of service and code compliance with health and safety regulations, communicate with Custodial Manager on ongoing needs and conditions of department. Train and counsel custodial staff, analyze operations for efficient use of resources to meet customer needs, plan and assign work, set goals, and determine performance standards.	D	40%
2. Maintain good public relations with the community and District personnel, meet with site administration to collaborate and resolve concerns regarding building needs. Coach custodial staff in effective and positive communication with students, staff, and community members.	D	20%
3. Hire, train, evaluate, coach, and discipline custodial employees in area schools. Work with District Risk Management, Employee Assistance Services, and Human Resources departments on employee concerns, Americans with Disabilities Act accommodations, and conflict resolution. Identify areas needing additional training, redirection, and support for custodians to be successful. Conduct employee evaluations. Make recommendations to Custodial Manager regarding potential disciplinary actions and assist in initiating disciplinary measures.	D	20%
4. Monitor employee attendance in District time and labor system and ensure compliance with Fair Labor Standards Act. Work with District Customer Support Center to monitor facility use at area sites to schedule proper staffing for after-hours and weekend events and activities. Investigate and report workplace injuries or incidences.	D	10%
5. Respond to security or building emergencies District-wide. Collaborate with District departments regarding projects, initiatives, emergency procedures, and best practices. Respond to snow events by ensuring snow and ice removal as needed to maintain safe egress to and from buildings in assigned area. Respond as essential personnel in case of an emergency, weather or environmental event, and/or school/facility/district closure	D	5%
6. Attend work and arrive in a timely manner.	D	1%
7. Test and review technical aspects of new equipment, flooring materials, and supplies. Respond and fulfill work orders for custodial staff supply needs	M	3%
8. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or completion of G.E.D, plus specialized courses in business management, leadership, or related field, and experience supervising personnel
- More than three years and up to and including five years of related experience required

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license
- Must meet District driver insurability requirements
- First Aid and CPR certification required within 60 days of hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to be on-call
- Extensive knowledge and skills in proper and safe use of custodial equipment and chemicals, technical aspects of flooring use and care
- Ability to work various shift times, including early morning and night shifts
- Ability to supervise employees at multiple locations
- Ability to communicate positively through a variety of means with staff, students, parents, customers, and community
- Ability to work as a team
- Ability to maintain honesty and integrity in all aspects of the job
- Knowledge of Health Department and Fire Department codes and regulations
- Ability to operate a computerized security system
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of all custodial equipment
- Ability to perform minor equipment and building repairs
- Operating knowledge of electrical aerial lift platforms preferred at hire; required within three months after hire

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	Head Custodians	25+
	Night Custodians	75+

- Assist with interviewing, hiring, training, directing work, appraising performance and resolving problems of employees
- Required to carry and respond to cellphone during assigned shift
- Responsible for assisting with the supervision and overseeing the well-being of students in common areas



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		



VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	