



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Custodial Area Supervisor**
 Job Family: **Custodial**
 Prepared/Revised Date: **November 9, 2017**

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

SUMMARY: Responsible for supervising the custodial staff of up to 26 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 the custodial staff, analyze operations, and communicate with District 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 80 staff working two 8-hour shifts, year-round at 26 sites in an area. Ensure quality of service, safety and health conditions in area schools. Train and counsel the custodial staff, analyze operations for efficient use of resources to meet customer needs, plan and assign work, set goals and determine performance standards.	D	42%
2. Hire, train, evaluate and discipline custodial employees in area schools. Work with District EAS and Human Resources on employee concerns. Conduct employee evaluations, including improvement plans and directives. Make recommendations to Custodial Manager regarding potential disciplinary actions.	D	25%
3. Inspect area school facilities for cleanliness and safety, and ensure compliance with safety and health regulations.	D	10%
4. Maintain good public relations with the community and District personnel, meet with principals to ensure quality of service, communicate with District Custodial Manager on ongoing needs and conditions of department.	D	5%
5. Maintain database of employee records and monitor timesheets and leave time for employees; investigate and report accidents.	D	5%
6. Respond to security or building emergencies District-wide, participate in department on-call responsibilities. Work with Health and Fire Department on code compliance.	D	2%
7. Attend work and arrive in a timely manner.	D	1%
8. Work with District Customer Support Center to monitor facility use at area sites to ensure proper custodial coverage.	W	5%
9. Review and monitor site custodial budgets and review supply requisitions from schools.	W	2%
10. Test, review and price new chemicals, supplies and equipment. Deliver tools, equipment, chemicals and supplies to specific sites for custodial staff.	W	1%
11. Collaborate with other District departments regarding projects, initiatives, emergency procedures, follow-up, best practices, etc.	Q	1%
12. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or completion of G.E.D
- 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.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service skills
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Knowledge of cleaning methods and cleaning products
- 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, Superintendent policies 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 major 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, Lead Custodians, Custodians	80+

- 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	



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	