



**CLASSIFIED**  
**Job Class Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 49-2020/21  
DOCUMENT NO. 24-2020/21  
DATED 05/20/2021

**NEW JOB CLASS IN MAINTENANCE AND OPERATIONS DEPARTMENT**  
**PROPOSED TITLE: CUSTODIAL SUPERVISOR**

<b>DEPARTMENT/SITE:</b> Maintenance and Operations	<b>SALARY SCHEDULE:</b> Classified Supervisory <b>SALARY RANGE:</b> 7 <b>WORK YEAR:</b> 12 Months (261 Days)
<b>REPORTS TO:</b> Director of Maintenance and Operations	<b>FLSA:</b> Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Maintenance and Operations, the Custodial Supervisor plans, schedules, coordinates, and supervises District-wide custodial operations; implements the District's custodial programs for facility upkeep and security; takes appropriate measures to maintain attractive facilities and protect them against interior and exterior deterioration; ensures the availability of required cleaning equipment, tools and supplies; maintains facilities for classroom and administrative use, including cosmetic building upkeep; identifies building maintenance needs; ensures custodial work is completed in a safe, proper and timely manner; and directs assigned custodial workers. The incumbents in this classification provide the school community with facilities that are suitable for use in compliance with cleanliness and safety requirements which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

A position in this class is responsible for full supervision, planning, direction, and oversight of a District-wide custodial program and assigned subordinate custodial personnel.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assists the school site administrators' in the evaluation process for custodial staff.
- Communicates annual and project-specific work schedules for custodial staff by identifying and interpreting school calendars, activities, and available productive time available.
- Coordinates and supervises the set up and take-down of equipment for athletic events, school and outside activities as needed or when School Head Custodians need assistance, including occasionally for evening events.
- Develop and prepare effective custodial work schedules and procedures to provide timely delivery of high-quality services.
- Ensures high levels of staff productivity by reviewing inspections, records, and reports, and by physically observing work performed by custodial staff including during night shift activities.

Custodial Supervisor  
Updated: 2021 EH&A  
Previous update: None, new class

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- Interviews, selects, schedules, trains, coaches, supervises, disciplines assigned staff to ensure appropriate coverage of custodial assignments.
- Maintain accurate and updated records of equipment inventory, repairs and replacement; coordinate equipment transfers for repair, replacement or loaner; analyze and coordinate distribution of needed equipment, material and supplies for assigned custodial staff. Transports various items such as tools, equipment, and supplies to ensure the availability of materials required at schools and other District sites.
- Manages a program of custodial equipment maintenance and supplies procurement to ensure the availability of required machines, equipment and tools in a safe operating condition.
- Oversees and evaluates the work of the evening Head Custodian III and collaborates with the Head Custodian III to ensure that evening custodial services are provided in a manner consistent with District standards.
- Participates in staff meetings and training sessions. Implements policies and procedures.
- Participates in the process of developing and implementing mandated safety training programs such as training on MSDS, blood-borne pathogens, equipment usage, and other workplace health and safety topics.
- Participates in the selection of custodial staff.
- Plans and coordinates site custodial services with principals, other administrators and site staff as appropriate to ensure the required levels of services are provided.
- Prepares and conducts formal classroom instruction regarding proper cleaning procedures, supervisory techniques and related issues.
- Prioritizes, assigns, supervises, and reviews the work of staff responsible for providing custodial services within the custodial program.
- Provides or coordinates staff training. Works with employees to learn additional skills and correct deficiencies.
- Recommends and assists in the implementation of goals and objectives.
- Responds to all calls pertaining to District office sites from the police department, fire department, sheriff's department, Highway Patrol or any other law enforcement agency 24 hours/per day - 7 days/per week.
- Responds to emergencies relating to sites such as fire alarms, Sonitrol calls and facility custodial operations (e.g., broken windows and flooded floors) to determine and implement appropriate action to resolve the situation. May perform the duties of a Custodian in urgent or absentee situations requiring immediate attention.
- Responds to requests for assistance from Head Custodian III during the evening custodial shift as needed.
- Serves as liaison between the Director of Maintenance & Operations and night custodial staff. Serves as liaison between the Director of Maintenance & Operations and school sites.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

#### **Knowledge of:**

- Methods, materials, tools and equipment used in custodial and general maintenance
- Principles and processes used in running a complete custodial system on an institutional scale
- Effective time-management practices
- Principles and practices of supervision and applicable work rules
- Safe use and handling of chemicals and products used in the cleaning, sanitizing, and maintenance of facilities
- Hazards and safety practices relating to custodial work in order to supervise and conduct training of custodians
- Math sufficient to prepare cost estimates, record and measure volumes and mixtures, and prepare custodial program budgets

Custodial Supervisor

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**Skills and Abilities to:**

- Use, and train other in the use of, the full range of equipment for custodial work in a school setting
- Use computer applications such as spreadsheets, databases, word processing, and email needed to accomplish assigned responsibilities
- Write reports and keep accurate records pertaining to the District's custodial program
- Plan, organize, direct, supervise, train, motivate, review and evaluate the work and performance of subordinates assigned to the District's school custodial program
- Establish and maintain positive and cooperative working relationship with internal and external customers
- Carry out the functions of the position and accomplish operational goals
- Build productive work teams
- Select, supervise, train and evaluate staff
- Evaluate and make recommendations regarding the use of custodial products
- Plan, prioritize, and assign work in order to meet yearly schedules and timelines
- Write and maintain routine and sometimes complex records according to Federal, State, local and District standards
- work varying work schedules

**RESPONSIBILITY:**

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; managing a department or program; Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

High School diploma or equivalent supplemented by course work or training in principles, practices, and application of supervision.

**EXPERIENCE REQUIRED:**

Five years of experience performing custodial work in a commercial or institutional-type setting, three years of which must have been in a lead or supervisory capacity over other custodians (e.g., a head custodian or a cleaning crew supervisor). School district experience and supervising custodians working under a bargaining unit contract are preferred.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive among various District sites for meetings, training sessions, and supervising custodial personnel.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is primarily indoors and occasionally outdoors under moderate temperature variations and occasionally requires intermittent standing or walking for extended periods
- Lift, carry, push, pull and move custodial equipment and supplies weighing up to 50 pounds
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment and maintain paper files and documents
- Use hands and fingers to grasp, hold, and manipulate objects such as to write reports and to clean surfaces and objects
- Kneeling, bending at the waist, sitting, squatting, crawling, stretching and reaching overhead, above the shoulders and horizontally to retrieve and store equipment, files and supplies
- Hearing and speaking to exchange information in person, on the telephone, or by 2-way hand-held radio communication and to hear equipment sound prompts and to determine if equipment is functioning properly
- Visual acuity to see/read documents, product labels, computer screen, and work in progress, including at night
- Frequent operation of a personal vehicle, and occasionally a District vehicle, to travel within and outside the district for meetings, training sessions and assisting staff at school sites.
- Exposure to intermittent noise and interruptions typical of a school environment
- Potential for contact with blood-borne pathogens and communicable diseases