

GRESHAM-BARLOW SD 10J

Custodial Services Supervisor (1001)

JOB POSTING

Job Details

Title Custodial Services Supervisor
Posting ID 1001
Description **Posting Date: 12/9/2016**
Start Date: To be determined

Custodial Services Supervisor
Facilities Department
260 days per year, plus benefits

1.0 FTE

Compensation: 2016-2017 Salary Schedule \$67,660 - \$74,702

In-district and Out-of-District Applicant Deadline: Applications accepted through January 9th 2017 at 5pm. Apply through TalentEd Recruit & Hire

Current First Aid Card required.

JOB TITLE: Custodial Services Supervisor

Job Summary: This position coordinates custodial operations and services in schools and provides regular and on-going management, supervision and assistance to custodial staff.

Essential Job Functions

- Provide direct management and supervision of custodial operations throughout the District. Shift hours will be flexible with focus on direct supervision of custodial staff both days and evenings. 10AM-12noon start shift ending appropriately at 7PM-9PM. Have the flexibility to work day shift during summer months, breaks and in the absence of the Director of Facilities
- Provide onsite management of the District facility use process
- Be available prior and beyond normal business hours for District emergencies and security needs
- Provides training, motivation, correction or advice as necessary; documents on-going infractions and misconduct for reporting to the Director of Facilities and or building administrator
- Conduct on-site review of the custodial team's effectiveness, efficiency and compliance with established policies and level of service
- Lead responsibility for performance evaluation, staff discipline, disciplinary and other administrative functions with custodial staff and operations. Custodial staff will be jointly supervised by District and building administrators
- Helps custodial staff self-monitor attendance and leave usage; assists in the development of methods and strategies to reduce absenteeism; monitors substitute use; assists with the deployment of substitute custodians
- Perform product evaluation, monitor work standards, methods development and program evaluation
- Coordinates and provides direction to custodial work teams; picks up and delivers cleaning equipment to sites as required; assists in troubleshooting and repairing equipment malfunctions
- Interviews and recommends hiring of new and substitute custodians; prepares correspondence, develops custodial work schedules, designs and preforms training programs for new and substitute custodians and maintains a variety of records; operates a computer using specific software programs
- Attend Administrator meetings as requested by the Director
- Conduct custodial accident and injury investigations and do follow up regarding appropriate corrective and/or preventative measures

- Become familiar with facility systems throughout the District (HVAC, electricity, water, sewage, security and alarm, etc.)
- Oversee training of Custodial staff, and coordinate with the Director of Facilities to implement ongoing custodial training
- Work with the Director of Facilities to facilitate and coordinate the resolution of emergency maintenance problems as they arise during the evening shift. Submit work orders
- Work cooperatively with all other District departments and Administrators
- Performs other related duties as assigned
- Reports directly to the Director of Facilities

Essential Job Requirements - Qualifications

- A Valid state driver's license and good driving record
- A high school diploma or GED certificate
- Leadership and management skills. Preferably four years of experience in custodial service supervision or facilities management (in an educational environment preferred)
- A general knowledge of building operating systems
- Ability to effectively plan and organize work to complete tasks and meet timelines
- Ability to handle emergency situations effectively
- Ability to interact effectively and collaboratively with District staff
- Excellent oral and written communication skills
- Possess exceptional attention to detail
- Ability to properly and safely operate custodial equipment, power equipment and hand tools
- Ability to oversee and evaluate work performance
- Ability to analyze and calculate data
- Ability to use personal computer and word processing and spreadsheet software to perform data analysis and prepare reports
- Willingness to obtain a valid First Aid/CPR card
- This position requires the physical ability to walk up to eight hours per shift, occasionally bend, stoop and twist, climb ladders and work at heights, use hand tools, and reach above shoulder height
- This position also requires the ability to respond to emergency calls during non-business hours and work varied hours in order to communicate effectively with employees on a variety of work shifts, and the willingness to work alone at night and walk in dark areas around buildings
- Willingness to grow professionally
- Willingness to maintain confidentiality at all times
- Initiative and willingness to explore innovative methods and evaluate new equipment and products
- Prompt and regular attendance

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities

Shift Type	Full-Time
Salary Range	\$66,334.00 - \$73,238.00 / Per Year
Location	Facilities

Applications Accepted

Start Date	12/09/2016
End Date	01/09/2017