



SUPERVISOR - CUSTODIAL SERVICES

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SUMMARY/SCOPE/GOAL

Responsible for supervisory duties directing the activities of skilled subordinate working personnel involved in District-wide custodial operations. Act as the primary contact for facility managers relating to custodial services. Provide oversight for custodial personnel to include Educational Services Facility custodial team and any District-wide custodial personnel.

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QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High school diploma or equivalent with five (5) years progressively responsible experience relating to custodial operations.
 - Associate degree in management, business or related field can substitute for two years of experience.
- Minimum of two (2) years' experience in a supervisory capacity.

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PREFERRED/DESIRED:

- Post-Secondary Certification or Associate degree in a related field.
- Licensed in Lawn/Ornamental and Structural Pesticide Application by the State of Florida or ability to obtain within one year of employment,

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CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid State Driver's License.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

- Establish standards for all custodial and housekeeping activities.
- Implement training for all custodial employee classifications.
- Develop bid specifications and management support of all custodial contracted services.
- Establish procurement practices for custodial supplies and equipment to uniformly meet the needs of all facilities.
- Assist in writing policies and procedures for the Environmental Health, Safety and Code Compliance Department.
- Coordinate custodial procedures with environmental and safety managers.
- Maintain operational records and reports via work order systems.
- Respond to after-hours and business-hours emergencies.
- Monitor and enforce observations of health and safety regulations.

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SUPERVISOR - CUSTODIAL SERVICES

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10. Assist with coordination of work with other supervisors.
11. Analyze and resolve work problems and assist workers in solving problems.
12. Instruct, monitor and consult with superiors and subordinates on complex work tasks and ensure compliance with codes, standards, regulations and operational instructions.
13. Study existing practices and procedures to determine methods of improving processes and procedures.
14. Participate in continuous improvement initiatives.
15. Regularly communicate and collaborate with facility managers regarding custodial best practices.
16. Supervise the ESF custodial team and any District-wide custodial teams..
17. Supervise the District-wide Integrated Pest Management Program.
18. Serve as a liaison with the Maintenance and Facilities Departments.
19. Schedule, supervise, and evaluate work assignments of subordinate personnel.
20. Write specifications for standards, training, and equipment.
21. Inspect job sites periodically to ensure compliance with custodial standards.
22. Interview and hire new employees, as necessary.
23. Perform annual performance evaluations on employees directly supervised.
24. Serve as weekly 24/7 on-call supervisor as applicable by supervisor rotation.

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OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Working knowledge of all phases of custodial services in an educational environment. Knowledge of Integrated Pest Management best practices. Knowledge of custodial equipment and supplies. Ability to write policies and procedures for department. Ability to write standards for labor and materials. Ability to meet deadlines and completion dates for tasks. Ability to manage custodial personnel activities and workmanship. Knowledge of hazards and safety measures relating to custodial services and building management. Knowledge of computer systems, wireless communications devices and work order systems. Excellent oral and written communication skills. Exceptional customer service skills. Skilled in employee supervision and evaluation. Knowledge of successful training methods.

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GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

SUPERVISOR - CUSTODIAL SERVICES

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PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(M) MEDIUM WORK

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Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Light Work.

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POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Intermittent light machinery noise and activity level.

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites occasionally. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Facilities Services	DEPARTMENT:	Plant Operations and Maintenance
TITLE CODE:	C2250	CONTENT BY:	Assistant Superintendent – Facilities Services
GRADE:	<u>18</u>	COMPENSATION:	Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	<u>submitting 10-25-2022</u>	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

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REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	7/6/2000	Developed	Assistant Superintendent – Fac.
1.1	5/29/2014	Revised	
2.0	07/01/20	New Format	Human Resources
2.1	11/18/2021	Remove special diploma, update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources
3.0	10/5/2022	<u>Updated title, qualifications, job functions, physical requirements and grade to coincide with other supervisory position.</u>	<u>Sue Hann – Assistant Superintendent - Facilities and Support Services</u>

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.