

Job Title:	Custodial Supervisor	Wage/Hour Status:	Exempt
Reports to:	Director	Pay Grade:	103
Dept./School:	Custodial Operations	Date Revised:	August 28, 2024

Primary Purpose

Direct, coordinate, and monitor custodial services for district facilities. Provide leadership and guidance to head custodians and custodial staff. Ensure compliance and optimal condition of school district facilities.

Qualifications**Education/Certification**

Bachelor's degree in business management or other related field
or,
High School Diploma and 10 years custodial experience to include 5 years of supervisory experience in custodial services and operations
Valid Driver's License

Special Knowledge/Skills

- Ability to speak, read, and communicate in English; bilingual preferred
- Ability to effectively manage personnel
- Strong organization, communication, and interpersonal skills
- Ability to use computer and District online applications
- Ability to read and understand Chemical Safety Data Sheets (SDS)
- Ability to interpret policy, procedures, and data
- Ability to conduct custodial on-site inspections of all district facilities
- Knowledge of routine custodial practices and methods
- Knowledge of equipment, chemicals, and materials used in cleaning processes
- Knowledge of minor repair techniques for custodial equipment and building and grounds maintenance

Experience

Ten (10) years' experience in custodial services
Five (5) years' experience in custodial supervisory capacity

Major Responsibilities and Duties**Custodial Management**

1. Work with head custodians to establish and implement schedules and procedures for custodial care of district facilities.
2. Work cooperatively with principals and facilities managers to ensure a high standard of safety, cleanliness, and efficiency of building operations.
3. Conduct regularly scheduled inspections of buildings and facilities to ensure proper building care, cleanliness, maintenance, and repairs.
4. Provide and/or coordinate training and orientation to custodians in cleaning procedures and proper use of chemicals and equipment as requested/needed.
5. Approve overtime associated with the department through the district's timekeeping system.
6. Review and Approve warehouse requisitions submitted through the district's requisition system and ensure campus budget is monitored.
7. Review, assign, and ensure custodial equipment work orders are completed in a timely manner.
8. Assist with specifications, evaluations, and selection of equipment, materials, and other items for the department.
9. Assist head custodians with progressive discipline.
10. Respond to emergencies and deliver emergency supplies and equipment as needed. Coordinate cleanup efforts to include furniture relocation, water extraction, and facility repairs. Coordinate extra help and collaborate with district personnel and vendors.

11. Conduct outreach efforts to campuses and departments to mobilize necessary resources to assist with recovery efforts.
12. Uphold and adhere to the safety rules and district policies.
13. Work in cooperation with facilities, warehouse, maintenance, and contractors, in the opening of new buildings and during the remodeling of existing buildings.
14. Participate in professional development as required by the district/department.
15. Promote a positive image for the department through effective and constructive communication; and maintain good rapport with District employees.
16. Demonstrate attendance, punctuality, reliability, integrity, and ethics while performing job duties.
17. Perform other duties as assigned by the supervisor.

Supervisory Responsibilities

Supervise, train, and evaluate the work of head custodians, custodians, custodial equipment repair technicians district-wide

Equipment Used

Buffer, stripper, auto scrubber, ride-on auto scrubber, battery-operated burnisher, wet and dry vacuum cleaner, electric drill, hand tools, shampooer, and other custodial equipment. Light truck or van with a mechanical lift.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Frequent walking, standing, climbing, and heavy lifting and carrying. Work outdoors and indoors, on slippery or uneven walking surfaces, and ladders. Exposure to hot and cold temperatures, dust, hazardous chemicals, and materials. Must be able to lift to 20 pounds frequently, 20-50 pounds occasionally, and more than 50 pounds infrequently and with assistance. May be required to work varied schedules and shifts; assignment location may change as needed. Must wear uniform daily.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

Approved: _____
Job Title: _____
Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.