

**Roswell Independent School District
Job Description**

Job Title: MT CUSTODIAL SUPERVISOR

Reports To: COORDINATOR FOR MAINTENANCE

General Job Description:

To supervise custodial staff and maintain facilities schedules in order to provide a healthy, safe, and attractive physical plant for the students, staff and general public. Assist the Coordinator for Maintenance with maintenance staff.

Essential Duties and Responsibilities:

1. Directs custodial and maintenance personnel for the purpose of ensuring all work is completed in a safe, efficient and timely manner in accordance with department plans, requirements and/or instructions. Supervises and monitors work of custodial and maintenance personnel on various shifts and will be required to maintain a flexible schedule to assure that work requirements are met.
2. Plans workload (e.g. work orders) for the purpose of doing as much as possible within the scope of available manpower and budget restrictions.
3. Receives requests from building occupants (e.g. work orders, emails, phone calls, etc.) for the purpose of approving or rejecting requests for repairs, remodeling, or new work.
4. Coordinate with building principals and site supervisors in the supervision of maintenance and custodial activities and operations, including work schedules, filling manpower requirements for permanent and temporary personnel, performance evaluations, discipline and other related duties.
5. Assist Coordinator of Maintenance with annual District Budget.
6. Assist with the development and updates of the Maintenance and Custodial handbooks and Maintenance Plan.
7. Assist Maintenance Coordinator with employee issues and concerns and provide support to administrators, etc.
8. Assist Maintenance Coordinator identify maintenance and new construction needs and update requirements and specifications as needed.
9. Attend meetings and act as point of contact on behalf of Maintenance Coordinator during absence or as assigned.
10. Direct custodial personnel for the purpose of ensuring all work is completed in a safe, efficient and timely manner in accordance with department plans, requirements and/or instructions. Supervised and monitors work of custodial and maintenance personnel on various shifts and will be required to maintain a flexible schedule to assure that work requirements are met.
11. Knowledge of computer systems, including data bases and word processing programs.
12. Personal and professional task management through the use of technology and centralized computerized work order system.
13. Basic math computations.
14. Understand written procedures and write routine documents.
15. Interpersonal communications skills, speak clearly and understand multi-step written and oral instructions.
16. Basic working knowledge of construction and custodial trades, processes, procedures, methods, tools, equipment, supplies, diagrams, blueprints and related documents.
17. Basic working knowledge of related industry safety practices and procedures.
18. Communicate in oral and written forms as well as organizational skills.
19. Be flexible, able to prioritize routine tasks and handle emergency situations.
20. Treat people with respect and dignity.
21. Maintain confidentiality in sensitive matters.
22. Maintain accurate and detailed records.
23. Work independently with minimal supervision.
24. Make audio/visual discrimination and perception needed for making observations, problem solving, communicating with others, reading and writing.
25. Operate and use basic job equipment, tools and work documents.
26. Pull applications in Human Resources, interview and select custodial staff for employment.
27. Place custodians, substitutes, custodian helpers and work with Principals.
28. Train and provide training, safety seminars for custodial staff.
29. Perform other related duties/functions as assigned by your supervisor.

MT CUSTODIAL SUPERVISOR (CONT'D)

Supervisory Responsibilities:

Custodians, Custodian Helpers, Custodian Helper Substitutes, and Custodian Substitutes and assist in supervision of maintenance staff.

Qualifications:

1. High School diploma or GED.
2. Post-secondary educational experience preferred
3. Certificate, license or education in a related construction trade (i.e. plumbing, electrical, construction, etc.)
4. Possess a Valid Driver's license appropriate for operating vehicles for the size required for this position.
5. Computer literate.
6. Familiarity with codes and enforcement as they apply to public schools.
7. Ability to teach safety subjects.

Physical Requirements:

1. Physical ability to do manual work for 8 hours per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-high maximum (50 pounds) occasionally. Lifting from mid-thigh to shoulder maximum (50 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (50 pounds) maximum occasionally.
3. Work overhead, in tight areas, on ladders, and at floor level (on knees).
4. Hand/eye coordination, normal range of sight.
5. Ability to move and operate vacuums, buffers, and other custodial related equipment. Backhoe, frontend loaders, graders, mowers, lift, and any other maintenance related equipment.
6. Work safely from ladders.
7. Any lifting that would require more than 50 pounds of dead weight should be done by at least two people.
8. Ability to move furniture.
9. Obtain a physical examination resulting in a positive determination to physically wear a respirator.
10. Have the physical capacity to handle warehouse supplies.
11. Heavy lifting.

Safety and Health:

1. Read, understand, and observe all precautions and proper methods of use on all chemicals, equipment, tools and materials as needed.
2. Complete required training.
3. Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)
4. Knowledge of all hazardous materials and steps for correction of minor mishaps.
5. Maintain MSDS file for all products with authority to refuse delivery on products not listed in MSDS.

Work Environment:

The work environment varies greatly in the place of work from solitary office work to working in school facilities with large numbers of people. Conditions range from working in building and office settings, to working outside in very cold/hot temperatures. The warehouse is generally hot in the summer and cold in mid-winter. Working in tight cramped areas of equipment and machinery are common. Work schedule will be assigned to best meet the needs of the students and may be altered at any time to accommodate the students. After hours call outs will be assigned on an as needed basis to take care of emergency situations. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. May work under stressful conditions on occasion.

MT CUSTODIAL SUPERVISOR (CONT'D)

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date