

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

CUSTODIAL SUPERVISOR, FACILITIES SERVICES

SALARY SCHEDULE: ADMINISTRATIVE E

COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)

QUALIFICATIONS:

- (1) Associate's Degree from an accredited educational institution in Plant Engineering or an equivalent Facility Management Program from a regionally accredited institution or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- (2) Minimum of seven (7) years successful experience in Plant Operations to include at least 5 years of Custodial Maintenance.
- (3) Minimum of three (3) years successful experience as a supervisor of a medium to large organization with experience in labor relations, work planning, organizational management and employee training.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and experience in the administration of a comprehensive custodial organization. Ability to read, interpret and implement federal, state and local rules, laws and policies related to custodial assignments. Ability to use a computer and applicable software programs in order to enhance the effectiveness of the organization. Ability to work cooperatively with other personnel and exhibit those interpersonal skills necessary to build a cohesive custodial organization. Ability to organize and prioritize numerous activities. Ability to communicate effectively, both orally and in writing to all levels of the organization. Knowledge of goal setting, program implementation and effectiveness measurement.

REPORTS TO:

Director, Facilities Services

JOB GOAL

To provide direction and leadership in the area of custodial services so that all students and district employees have a safe, clean and effective environment in which to learn and work.

SUPERVISES:

Custodial Specialist
Other personnel as assigned

PERFORMANCE RESPONSIBILITIES:

- * (1) Establish and maintain a system of Custodial Work Management that ensures an efficient and effective balance between operational and preventative custodial services.
- * (2) Assist the Director in the preparation, disbursement and accountability of the Facilities' budget, including operating and capital funds.

CUSTODIAL SUPERVISOR, FACILITIES SERVICES (Continued)

- * (3) Develop and implement a comprehensive custodial service program that includes technical training, personnel assessment, site assessment, planning, personnel advancement and measurements of program progress.
- * (4) Establish and maintain an effective and cooperative working relationship with school-based and central district staff in order to meet the needs of the organization.
- * (5) Formulate custodial staffing needs and make recommendations during the annual staffing process.
- * (6) Support the implementation of the District's energy management procedures and practices.
- * (7) Ensure that custodial staff adheres to all state rules, School Board rules, departmental policies and procedures.
- * (8) Assist in the interpretation of programs, philosophy and policies of the district to staff, students and the community.
- * (9) Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- * (10) Respond to inquiries and concerns in a timely manner.
- * (11) Keep the Superintendent informed, through proper channels, of potential problems or unusual events.
- * (12) Work closely with District and school staffs to support school improvement initiatives and processes.
- * (13) Disseminate information and current research to appropriate personnel.
- * (14) Keep well informed about current trends and best practices in areas of responsibility.
- * (15) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (16) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (17) Promote and support professional growth for self and others.
- * (18) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- * (19) Maintain a network of peer contacts through professional organizations.
- * (20) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- * (21) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (22) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (23) Serve on District, state or community councils or committees as assigned or appropriate.
- * (24) Represent, consistently, the District in a positive and professional manner.
- * (25) Provide leadership and direction for the assigned areas of responsibility.
- * (26) Provide leadership and guidance in the development of annual goals and objectives for assigned department or programs.
- * (27) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (28) Assist in implementing the District's goals and strategic commitments.
- * (29) Exercise proactive leadership in promoting the vision and mission of the district.
- * (30) Provide oversight and direction for cooperative planning with other agencies.
- * (31) Set high standards and expectations for self and others.
- * (32) Demonstrate initiative in identifying potential problems or opportunities for improvement and accomplishment.
- * (33) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (34) Facilitate problem solving by individuals or groups.
- (35) Perform other incidental tasks consistent with the goals and objectives of this position.

CUSTODIAL SUPERVISOR, FACILITIES SERVICES (Continued)

- *(36) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATIONS:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

*Essential Performance Responsibilities