



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Custodial Supervisor
SCHOOL/DEPARTMENT	Orange County Schools Maintenance Department
SALARY	Grade 68
FLSA STATUS	Non-Exempt
REPORTS TO	Maintenance Director
SUPERVISES	No
WORK WEEK SCHEDULE	Monday – Friday
WORK HOURS	As Scheduled with 2 nd Shift as Needed
NUMBER OF MONTHS PER YEAR	12 months

POSITION PURPOSE:

Management, training and oversight of district custodial services

Liaison between district and external custodial services provider

MINIMUM QUALIFICATIONS:

High School Diploma

Must possess a valid driver's license

KNOWLEDGE, SKILLS, AND ABILITIES:

Assists in the management and supervision of the daily operations of the District's custodial staff. Ensures efficient custodial services meet the needs of school staff and the public. This position has a

significant amount of contact with people, requiring public and human relations skills, flexibility of nature and effective oral and written communication skills. This position requires the use of independent judgment to deal with a variety of unanticipated problems and concerns.

Working knowledge of duties performed by custodians and safety standards associated with those work techniques, equipment, and cleaning agents used. Creates and provides training and professional development activities for district custodial staff. Working knowledge of floor cleaning and maintenance including familiarity with established techniques, equipment, and cleaning and finishing agents. Skill in use of and care for floor maintenance equipment.

Working knowledge of inventory control for custodial supplies and equipment. Ability to manage an inventory system. Working knowledge of what equipment and supplies are necessary for a successful custodial services program, Ability to manage a preventative maintenance and replacement schedule for custodial equipment. Ability to propose a budget or custodial supplies, equipment, and maintenance.

Serves as liaison with external custodial services provider. Ensures external provider abides by contractual obligations in areas such as staffing, management, cleanliness standards, inventory of equipment and supplies. Performs regular cleanliness audits of all OCS locations and reports back to Maintenance leadership.

EDUCATION, TRAINING, AND EXPERIENCE:

- Experience in and working knowledge of custodial services (safety techniques, equipment, supplies)
- Experience with inventory control procedures.
- Experience in personnel management.

CERTIFICATION AND LICENSE REQUIREMENTS:

- Must possess a Class A valid driver's license issued by the NC Department of Motor Vehicles
- Appropriate North Carolina driver's license for the weight and type of vehicles operated as required by the Department of Motor Vehicles.

PREFERRED QUALIFICATIONS:

- Associates degree
- Certifications in safety and or cleaning protocols
- 3-5 years custodial services oversight

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists with administrative tasks involving custodial personnel and facilities as directed by the Maintenance Director.
2. Coordinates, assigns and inspects the work of assigned custodial staff, including regular review and revisions of custodial tasks. Provides guidance and training as needed. Submits reports to the Maintenance Director.
3. Coordinates and schedules regular inspection of all district buildings to ensure compliance with expected standards for cleaning and cleanliness
4. Coordinates regular and substitute custodial staff coverage and may perform the duties of custodian in emergency situations
5. Develops and implements custodial cleaning procedures, routines and training as necessary. Assesses efficiency of department cleaning procedures and institutes new or revised procedures to increase efficiency, effectiveness, safety and best customer service practices.

6. Appropriately maintains and secures confidential records and inquiries.
7. Facilitates site safety meetings as needed.
8. Performs special projects as assigned by the Maintenance Director
9. Organize and implement a program of preventive maintenance of custodial equipment in the district
10. Coordinate with Safety Director to train all custodial staff in proper safety and training used as part of their job duties and equipment; and ensures staff are following all safety procedures and rules
11. Ensure and coordinate with Director of Safety on proper OSHA compliance and training for all personnel
12. Monitor all buildings for compliance with fire and building codes. Accompany Fire Marshall or designee on site visits and report back on findings to Maintenance Director and school administration.
13. Develops summer cleaning programs, schedules cleaning teams and tracks work progress.
14. Assists as needed with the scheduling of custodial personnel for summer staff moves.
15. Supervises inventory of custodial supply products
16. Provides Maintenance Director with annual list of custodial equipment and supply needs.
17. Assists in the annual custodial supply bid process and product selection if necessary. Develops relationships with vendors and suppliers.
18. Coordinates with athletic directors to develop gym floor refinishing schedules and oversees the refinishing work for quality assurance.
19. Assists with snow removal from sidewalks as needed.
20. Other duties may be assigned as needed. This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job.

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered moderate physical work requiring the exertion of up to 70 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*