



## Facility Services Custodial Supervisor/Administrative Support Job Description

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**Job Title:** Facility Services Custodial Supervisor/Administrative Support

**Exempt Status:** Exempt

**Reports to:** Assistant Superintendent of Facilities and Planning

**Date Revised:** 1/2018

**Dept./School:** Facility Services/Maintenance

### **Primary Purpose:**

Facilitate the efficient operation of the maintenance/operation department, maintain all office procedures in a professional manner, and assist in the management and supervision of the daily operations of the District's custodial staff as outlined by the Assistant Superintendent of Facilities and Planning.

### **Qualifications:**

#### **Education/Certification:**

High school diploma or GED

#### **Special Knowledge/Skills:**

Proficient keyboarding and file maintenance skills

Knowledge of correct English usage, grammar, spelling, and punctuation

Ability to use personal computer and software to develop spreadsheets, databases, word processing

Knowledge of basic accounting principles

Ability to direct and supervise personnel and coordinate custodial operations

#### **Experience:**

Three years secretarial experience, preferably in public education environment

Minimum of two years supervisory experience as well as 5 years custodial experience

### **Major Responsibilities and Duties:**

#### **Records, Reports, and Correspondence**

1. Maintain good public relations with district employees by courteous and prompt handling of questions and requests.
2. Coordinate facility use as the District event scheduler for all facilities.
3. Record all incoming emergency phone work orders and distribute to appropriate supervisors.
4. Maintain a schedule of appointments and make arrangements for conferences and interviews.
5. Coordinates, assigns, and inspects the work of assigned custodial staff, including regular review and revisions of custodial task assignment sheets. Provides guidance and training as needed. Submits reports to the Assistant Superintendent.
6. Coordinates regular and substitute custodial staff coverage.
7. Responsible for preparing and maintaining all maintenance employment documents, which include pre-employment forms, new employee packets, action sheets, and exit forms.
8. Conducts new employee orientation.
9. Open, and sort mail for maintenance/operations department, project manager, and energy manager, and distribute mail to proper schools and departments in the district.
10. Obtain, gather and organize pertinent data as needed and put in into a useable form for special projects.



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11. 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, and safety.
12. Maintain status of maintenance work order program and backlog to include in monthly reports to principals.
13. Tally timesheets for all hourly employees and prepare the monthly payroll using District time clock software.
14. Facilitates monthly head custodian meetings, including drafting agendas. Facilitates site safety meetings as needed with appropriate staff.
15. Complies with applicable District, state, local, and federal laws, rules and regulations.
16. Provides Assistant Superintendent with annual list of custodial equipment needs.
17. Update handbook, policy manuals, etc.
18. Maintain trouble log on all campuses.
19. Responds to emergency calls for fire, security and vandalism at all facilities.
20. Receive and process work orders for the extermination of school buildings.
21. Review and account for all purchase orders that are issued and returned daily.
22. Make check requisitions for any accounts not handled by a purchase order.
23. Assist in preparing budget amendments for department expenditures and allocations.
24. Prepare purchase orders, check requisitions, supplemental pay requests, and travel reimbursements.
25. Maintain all District Integrated Pest Management Program (IPM) documentation.
26. Maintain all Asbestos Hazardous Emergency Response Act (AHERA) documentation.

### Other

27. Type all accident reports and forward to Human Resources/employee benefits.
28. Maintain accurate account of petty cash fund.
29. Serves as secondary staff member for issuing security cards to district personnel and holiday schedule to security company.
30. Responsible for being cross trained in all office administrative duties.
31. Professionally represents the District in interactions with parents, community, staff and students.
32. Models and enforces the established district and school policies, regulations and protocols.
33. Occasionally perform work beyond a standard 40-hour work week when work-load requires.
34. Other duties as assigned.

### Equipment Used:

Personal computer, printer, copier, fax machine, telephone, calculator and radio.

### Working Conditions:

#### **Mental Demands/Physical Demands/Environmental Factors:**

Repetitive hand motions; prolonged use of computer, frequent interruptions, maintain emotional control under stressful situations.



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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 by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_