

## **FAIRFIELD PUBLIC SCHOOLS**

**Title:** Evening Custodial Supervisor

**Job Purpose Statement:** The Evening Custodial Supervisor has overall responsibility for the cleanliness of all Board of Education facilities. This position is responsible for supervision, recruitment and training of all custodial personnel. Represents the district in meetings, conferences and demonstrations related to cleaning of school buildings. Manages, selects and purchases custodial equipment and supplies. Works closely with the Business Office and the School Administration. This position works an annual late afternoon/evening schedule with some day shift period blocks determined by the Director of Operations.

**Supervision Received:** Receives general supervision from the Director of Operations, performs tasks independently within general work assignment. Interacts with the Custodial Supervisor, the Maintenance Supervisor, and the Manager of Construction, Security, and Safety.

**Supervision Exercised:** Provides supervision to all custodial staff.

**Essential Job Functions** Supervises custodial staff by determining workloads; develops, interprets and implements policies and procedures; and ensures that staff are trained in all custodial activities and are following standard operating procedures.

Gathers information and participates in the selection and development of new or enhanced methods of cleaning; participates in selection and or development of training programs for custodial staff such as safety, Government regulations and cleaning methods, etc.

Provides input into the development of the operating budget for the assigned area of responsibility; monitors materials and supplies used at the schools and tracks expenditures for all second shift staff.

Gathers and/or develops information to insure uniform standards of cleanliness throughout the district.

Monitors and assures the submission of all required documents and forms such as MSDS records and other required documentation.

Files State and other reports and forms that are the responsibility of the district. Assists in obtaining a variety of permissions and permits related to custodial activities. Provides summary information to the Director of Operations on a continuous basis.

Coordinate and oversee all custodial work order functions.

Visits schools on a rotating basis.

Required to work a variety of shifts with focus on primary times for building callings.

Coordinates and oversees all late and/or after hour deliveries to the central stores location.

Oversees the sidewalk and handicap ramp snow removal for all Board of Education facilities; oversees rubbish removal and recycling as required.

Assists in the selection of staff; performs evaluations of subordinates and recommends and implements discipline as required with input from the Custodial Supervisor.

Participates in the collective bargaining process.

Responds to emergency calls on a 24 hour 7 days per week basis and is responsible for calling other staff as necessary for response to same.

**Incidental Job Functions:** The Director of Operations and/or the Central Office Administration may assign specific duties and responsibilities from time to time as the need arises.

Interacts with school principals on an as needed basis.

**Knowledge, Skills and Abilities:** Extensive knowledge of cleaning means, cleaning equipment and methods of school facilities. Basic knowledge of the “Green” program. Knowledge and understanding of the MSDS sheets and familiarity with product safety. Related management experience; ability to communicate verbally and in writing to a variety of individuals and groups involved in the operation of school buildings.

**Minimum Qualifications Required:** Two-year Associates degree or equivalent. A minimum of five years experience in custodial maintenance, with a minimum of two years in a supervisory capacity. Knowledge of the principles, methods, techniques and practices relating to cleaning buildings and building maintenance. Computer skills, proficient in Microsoft Office necessary. Familiar with SchoolDude work order program. Knowledge of hazardous materials used in educational facilities and indoor air quality requirements for educational facilities.

Ability to work effectively, and communicate effectively, with the public, school administrators, staff, contractors, parents and others.

**Physical Exertion/Environmental Conditions:** Possibly medium to heavy lifting and regular intermittent exposure to computer screens. Some degree of stress in interacting with staff members, the public, and dealing with confidential information.

**Bulletin:** The job of Evening Custodial Supervisor requires a responsible person to oversee a large district custodial program for the Fairfield Public School System.