

MODESTO CITY SCHOOLS

Job Description

JC# 0183

SUPERVISING CUSTODIAN IV

OVERALL RESPONSIBILITY

Under general direction, provide leadership and assume management responsibility for the custodial services at a junior high school.

SPECIFIC RESPONSIBILITIES

1. Supervise and participate in the cleaning of a junior high.
2. Establish reporting procedures for safety and vandalism.
3. Establish cleaning schedules for all custodial staff.
4. Supervise and participate in the care and maintenance of lawns and shrubs.
5. Supervise the inspection and daily maintenance of heating, ventilating, air conditioning and other mechanical equipment located at the site.
6. Supervise the use of all site facilities.
7. Responsible for site security.
8. Requisition, check in and dispense supplies.
9. Advise personnel regarding proper safety procedures.
10. Assist in the selection, orientation, supervision and evaluation of personnel.
11. Establish and maintain cooperative relationships with those contacted during the course of work.
12. Perform other related duties as assigned.

WORK YEAR

Approved days as specified on the Management Salary Schedule.

SALARY

Management Salary Schedule.

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of the methods, materials and equipment used in custodial work.
- Knowledge of the general operation and maintenance of boilers, motors, pumps and related mechanical equipment.
- Knowledge of and ability to apply management, budgeting and contract administration principles and practices.
- Knowledge of and ability to apply effective supervision techniques.

SUPERVISING CUSTODIAN IV (continued)

QUALIFICATIONS (continued)

Knowledge/Ability

Minimum Requirements:

- Knowledge of and ability to apply problem solving processes and techniques.
- Ability to do simple building and equipment repair work.
- Ability to plan and carry out a systematic building cleaning and maintenance schedule.
- Ability to work without close supervision.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.
- Ability to lift 75 pounds in a series of functional tests which closely simulates the work environment.

Experience

Minimum Requirement:

- Successful experience supervising the work of custodians.

Desirable Qualification:

- Three (3) years of successful work experience as a custodian or supervising custodian in an institutional, commercial or school district environment.

Education

Minimum Requirement:

- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

License

- Valid California Drivers License.
- Must provide a DMV printout within five (5) work days of offer of employment.

Physical Characteristics:

With or Without the Use of Aids:

- Sufficient vision to read small print.
- Sufficient depth perception, physical ability, strength, mobility, stamina, color perception and acuity to drive and operate equipment or vehicles.
- Sufficient hearing to hear normal, telephone and hand held radio conversations.
- Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversational distance and on the telephone or hand held radios.
- Sufficient physical ability, strength, mobility and stamina to move, lift, push/pull or carry objects which may frequently exceed 75 pounds.
- Sufficient physical ability, strength, balance, mobility, stamina and a tolerance of heights to work on ladders, scaffolding and rooftops for extended periods of time.
- Sufficient physical ability, strength and dexterity to use basic mechanical and hand/power tools to perform minor repairs and adjustments.
- Sufficient physical ability, strength, balance, mobility, and stamina to perform moderate physical labor.
- Sufficient physical ability and stamina to work outside during inclement weather conditions.
- Sufficient physical ability to reach horizontally and vertically with arms.
- Sufficient dexterity to use hands and fingers to manipulate small objects and print or write legibly.
- Sufficient lower body strength, stamina, balance and mobility to sit, stand, kneel, walk, stoop, climb stairs, bend and extend legs for prolonged periods of time.
- Physical tolerance to extended contact with water, detergents, abrasives, cleaning solvents, cleaning solutions, disinfectants, paint/paint spray, and other harsh chemical substances.
- Physical tolerance to foul odors, chemical odors, dust and pollen.

SUPERVISING CUSTODIAN IV (continued)

REPORTS TO:

Supervisor of Operations and Building Principal/designee at assigned site.

Board Approved: 6/11/91

Revised: 11/27/07

Cabinet Approved: 1/8/08

Board Approved: 1/22/08