

Pflugerville Independent School District - Job Description

Job Title/Position:	Supervisor, Custodial	Department/School:	Facilities & Support Services
Pay Information:	Auxiliary Compensation Plan	Supervised By:	Coordinator of Custodial Service
FLSA:	Exempt	Date Revised:	January 2020

Primary Purpose:

Lead and manage custodial services for all assigned district facilities.

Minimum Qualifications (Experience/Education/Certification):

High school diploma or GED; four (4) years of progressively responsible custodial experience or four (4) year of auxiliary services supervisor experience; ability to read, write and follow verbal and written instructions in English; valid Texas driver's license.

Major Responsibilities:

1. Lead, manage and supervise custodial teams at assigned campuses. Ensure assigned campuses are cleaned to acceptable standards on a daily basis.
2. Inspect the work of custodians and takes corrective actions, as needed.
3. Establish cleaning schedules, assignments and procedures to maintain high standards of safety, cleanliness, and efficiency of building operations.
4. Make assignment changes and arrange for substitute custodians, as needed.
5. Provide initial employee orientation on district and custodial policies.
6. Ensure employees receive all necessary on-the-job training, to include safety, security, resupply, equipment inspection, operation and maintenance.
7. Evaluate work performance of lead custodians and their teams. Perform periodic employee feedback and performs annual evaluations.
8. Resolve minor personnel issues and problems. Initiate disciplinary action, when required.
9. Inspect assigned district campuses and facilities for safety, security and cleanliness. Initiate corrective action, as needed.
10. Document and report discrepancies through initiation of work orders. Perform follow-up actions to ensure discrepancies are corrected.
11. Manage timekeeping for employees including timesheet distribution, collection and audits. Maintain accurate information for payroll reporting (e.g., time cards, tardiness and absenteeism). Ensure employees adhere to required work hours and work schedule.
12. Manage custodial equipment and supply inventories at assigned campuses; order supplies and request equipment maintenance and deliveries; maintain accurate records and produces reports; make projections for future requirements.
13. Schedule and supervise summer custodial projects, including deep cleaning and floor refinishing. Participate in scheduling meetings.
14. Coordinate and direct setting up facilities for special events. Provide assistance, as needed.
15. Establish and maintain a good working relationship with custodial staff, campus administrators and staff.
16. On call for department emergencies. May be required to perform custodial duties, as needed.
17. Follow Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
18. Perform other duties as assigned.

Special Knowledge/Skills:

- Skill in custodial equipment including but not limited to, vacuums, burnishers, autoscrubbers, carpet extractors, power tools and hand tools
- Skill in basic computer programs including email, internet, word processors and spreadsheets
- Skill in supervisor techniques and principles
- Skill in working in, and formulating, collaborative team-based environments
- Knowledge of established safety procedures and techniques
- Knowledge of routine custodial practices and methods
- Knowledge of chemicals and materials used in the cleaning processes
- Knowledge of applicable federal, state and local laws, guidelines and procedures
- Knowledge of minor repair techniques

Supervisory Responsibilities:

Supervises Assigned custodians

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Must be able to respond to multiple demands and prioritize work load over several campuses; working around children; repetitive hand motions; daily exposure to possible adverse weather elements for extended periods of time; drives district vehicle on a daily basis; exposure to biological hazards, communicable diseases; exposure to cleaning chemicals; must be able to push, pull, lift, and/or carry at least 40 lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____ Date: _____

Employee's Printed Name: _____