



Job Title: High School Custodial & Facility Supervisor
Department: Maintenance
Reports To: High School Principal & Custodial Supervisor
FLSA Status: Non Exempt
Salary Schedule: MN lane 06

SUMMARY

The High School Custodial & Facility Supervisor plans, organizes, supervises, and participates in maintenance, building utilization, and cleaning activities of the high school; maintains public areas in a neat, clean, sanitary and safe condition; trains, supervises, and evaluates the performance of assigned staff; supervises maintenance of fields and sprinkler systems; inspects and maintains building facilities and parking lots and fields; troubleshoots and assists in applicable building electrical, plumbing, HVAC maintenance activities, and performs other related duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Directs the work of six or more full time or equivalent full time custodians in the maintenance of high school buildings totaling at least 200,000 square feet or more.

Supervises, schedules, and performs custodial services required to maintain all areas at the high school in a neat, clean, sanitary and safe condition.

Works as part of the High School Administrative team to coordinate building and ground utilization. Evaluates and directs support with custodial and maintenance needs of school buildings, grounds and facilities.

Under the oversight of the School Principal, has the responsibility to hire, evaluate, promote, and/or discipline custodial staff.

Supervises and participates in the activities performed by day and night high school custodial staff.

Trains, assigns, and evaluates the performance of assigned staff; prepares and revises work schedules as necessary; organizes work to be completed and inspects completed work; establishes and enforces work priorities; approves timecards for assigned staff; maintains a variety of personnel-related records.

Participates in the interviewing and selection of assigned staff; trains employees in proper methods of building custodial maintenance and safe use of tools and chemicals used by custodial personnel at a high school.

Unlocks doors and gates; raises and lowers flags; inspects buildings and grounds for damage, needed repairs, security and safety hazards; performs security check on facilities.

Maintains and prepares a variety of records related to payroll, facility usage, inventory, crime and accident incidents, and other related matters; prepares reports as required.

Accommodates community groups in use of school facilities; prepares rooms, furniture and equipment for special events; assigns personnel to special events; assigns personnel to assemblies, sports events and school dances, and extracurricular activities; reviews and approves site usage requests as necessary.

Orders and maintains proper levels of custodial supplies for day and evening custodial assignments.

Operates a variety of equipment used in the maintenance of school facilities, including floor buffers and strippers, wet and dry vacuum cleaners; maintains custodial equipment in clean, safe, and operative condition.

Receives and distributes instructional supplies, furniture and equipment as necessary; maintains good housekeeping and proper care of the school grounds, keeping them safe, and free of obstructions.

Supervises preventative maintenance indoor and outdoor equipment and reports that which is inoperable.

Replaces window glass, changes light bulbs, and repairs or replaces items as needed.

Coordinates repair of major electrical equipment with the District Maintenance Department.

Responsible for high standards of cleanliness as prescribed by District and community expectations and according to the custodial training program handbook.

Evaluates and takes corrective action for energy efficiency to include conservation and utilization of windows, doors, lights, and other areas energy utilization. Conserves energy whenever possible.

Is responsible for and monitors building security.

Observes and makes necessary suggestions for repairs, alterations, changes, and equipment as needed in the school.

Supervises maintenance of all heat and ventilation systems in buildings.

Evaluates, reports, and trains other custodial support staff on safety, sanitary, and fire hazards.

Complies with all District policies as they apply to this job assignment.

Confers with site administrators and supervisors regarding custodial needs, schedules and concerns.

SUPERVISORY RESPONSIBILITIES

This job directly supervises 6 or more employees. Carries out supervisory responsibilities in accordance with District policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Knowledge of methods, materials and equipment used in custodial and general maintenance work; requirements of maintaining school buildings in a safe, clean and orderly condition; principles and practices of supervision and training; safe practices related to cleaning methods and procedures; current health and safety regulations.

Must have excellent record-keeping techniques and inventory methods and practices. Ability to estimate and order required custodial supplies and equipment.

Knowledge of school security requirements and policies and objectives of assigned programs and activities. Ability to plan, schedule, and oversee custodial activities at an assigned facility. Ability to estimate time and materials involved with the custodial program.

Ability to prioritize multiple tasks. Ability to exercise sound judgment and work independently. Ability to meet schedules and timelines. Ability to establish and maintain effective working relationships with others.

Ability to drive a car, pickup truck, and other vehicles if needed.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to follow oral and written directions and specific rules, regulations, and processes, and apply them to a variety of situations.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations.

EDUCATION and/or EXPERIENCE

Any combination equivalent to: graduation from high school and two to four years of custodial experience in a school or related environment.

CERTIFICATES, LICENSES, REGISTRATIONS

Must hold and maintain a valid Utah Driver's License.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle or feel; and reach with hands and arms. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must have manual dexterity to manipulate small objects and handle tools safely. Must be able to see and read fine print and work with small component parts.

If applicable, a Pre-Employment Fit for Duty Assessment must be completed.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and extreme heat. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; outside weather conditions; extreme cold; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

Employees working under this position description are considered to have regular contact with students who may place the incumbent at risk to bodily fluids. These employees are eligible to receive the Hepatitis A and B vaccines from the Southwest Utah Public Health Department, at no cost.

Prepared By: Executive Director, Physical Facilities		Date: 8/4/2008
Approved By: Executive Director, Human Resources		Date: 8/4/2008
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 5/2/2016
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: HR Assistant Director	Date: 10/20/2017
<input checked="" type="checkbox"/> Review <input type="checkbox"/> Revised	By: HR Assistant Director	Date: 05/12/2022

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	