

RIM OF THE WORLD UNIFIED SCHOOL DISTRICT

TITLE

Supervisor of Operations

CLASS DEFINITION

Under general supervision of the Business Manager plans, organizes, and accomplishes the goals and objectives of the custodial program; directs the custodial staff in technical and administrative aspects and evaluates the level of custodial effectiveness; performs other related work as required.

QUALIFICATIONS

Experience: 5 years experience in related field, including some supervision experience.

Education: Graduation from high school, or equivalent.

Skills: Personality and education/experience to perform the above functions and accept the responsibilities of the position; must qualify initially and continuously for coverage under the district's current Comprehensive Liability Insurance Policy and current Comprehensive Automobile Liability Insurance Policy; must be able to provide leadership, supervision and direction concerning interpersonal skills between responsible staff and those contacted in the course of the work assignment.

SUPERVISION FROM

Business Manager

SUPERVISION OVER

Custodians assigned to sites

EXAMPLES OF DUTIES

1. Knowledge of all the requirements of the custodian job description.
2. Keep records and prepares reports, as required.
3. Responsible for the planning, organization, and supervision of the custodial work program particularly during evening hours.
4. Responsible for evaluating the clean, sanitary, and safe conditions at each school as well as custodial personnel.
5. Conducts a district-wide inservice training program for all custodians, and organizes, trains and supervises the substitute custodial staff.
6. Gives technical advice to other personnel on custodial and operations problems.
7. Evaluates and recommends new techniques and methods of custodial cleaning, chemicals and products, and equipment.
8. Responsible for making work schedules for each school.
9. Observes and instructs custodians in proper and economical use of custodian-related chemicals.
10. Responsible for selection, assignment, scheduling, and training of custodial staff members.
11. Monitors starting and ending times as well as rest breaks and lunch periods of all custodians.

12. Monitors quality and quantity of work produced by each district custodian.
13. Responsible for the planning and organizing safety programs such as those required by OSHA, Cal/OSHA or the Environmental Protection Agency.
16. Implements and monitors all safety programs and laws as they relate to custodians, students, vendors, and the public.
15. Assist with the maintenance, repair and facilities needs of the high school.
16. Is responsible for the safe operation and condition of machinery and equipment that may be used by custodians.
17. Assist with the District Energy Management Plan.

TERMS OF EMPLOYMENT

Length of Assignment: 12 month

Length of Work Day: Eight hours exclusive of a lunch period, as assigned by Supervisor.

Salary Range: Proper placement on management salary schedule.

- MAINTAIN VENDOR CONTACTS/PRICING
- MAINTAIN CUSTODIAL BUDGETS, MONITOR ^{SITE} CUSTODIAL SUPPLY ORDERS.
- ATTEND WORKSHOPS/TRAININGS AS REQUIRED.

5/02

Board Approved: 5-9-02