

SANTA CLARA COUNTY OFFICE OF EDUCATION

POSITION: SUPERVISOR - CUSTODIAL SERVICES

BASIC FUNCTION:

Under the direction of the Manager - Facilities and Construction, organizes and leads the activities and operations of the Santa Clara County Office of Education ("SCCOE") Custodial Services; develops and recommends cleaning standards, procedures, and practices; responds to and resolves routine and emergency custodial service needs; participates in Williams Settlement site inspections; trains and evaluates the performance of assigned custodial personnel.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Organizes and leads the activities and operations of SCCOE Custodial Services; operates an automated work order system and monitors progress of custodial requests; participates in the development and implementation of departmental policies and procedures.

Supervises, organizes, schedules and assigns custodial staff; receives, prioritizes, and coordinates response to work orders; monitors progress of custodial assignments; participates in Williams Settlement site inspections.

Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions; coordinates and prioritizes the work of, and assigns work to, regular and substitute staff.

Assists in the development and preparation of the annual preliminary budget for custodial functions; reviews and evaluates budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; approves invoices for payment for materials, contractors, and other facility-related suppliers and vendors.

Inspects work performed for quality control; determines and assigns staff using workload formulas; responds to requests for vacation, leaves of absence, and uniforms; communicates with human resources administration, site administrators, and labor union representatives regarding performance standards, staff assignments, and transfers; provides and/or coordinates in-service training to staff in safe and effective methods, and techniques and in the appropriate use and storage of equipment and supplies.

Prepares and maintains a variety of reports, records, and files related to personnel and assigned activities.

Communicates with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information.

Develops and recommends cleaning standards, procedures and practices; coordinate activities for new projects; researches products and methods for facility projects to determine appropriate solutions.

Administers programs related to safety and security; coordinates custodial staff training in emergency response and first aid; drives a vehicle to conduct inspections of facilities, grounds, and equipment.

Operates a computer and assigned software programs; operates other office equipment as assigned.

Attends a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of operations and activities involved in custodial services for County Office facilities and program sites.

Proper methods, techniques, materials, tools, and equipment used in custodial services and activities.

Requirements of maintaining buildings, facilities, and equipment in a safe, clean, and orderly condition.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies, and procedures.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Policies and objectives of assigned programs and activities.

Health and safety regulations and procedures.

Basic budget preparation and control.

ABILITY TO:

Plan, organize, and lead operations and activities involved in custodial support services.

Coordinate projects, communications, and personnel to meet County Office needs and assure smooth and efficient activities.

Supervise and evaluate the performance of assigned personnel.

Receive, prioritize, and coordinate response to work orders.

Inspect projects for accuracy, completeness, and compliance with established requirements.

Estimate material, labor, equipment, and time requirements.

Communicate effectively both orally and in writing.

Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned software.

Determine appropriate action within clearly defined guidelines.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible experience with custodial operations functions, including one year of experience in a lead or supervisory capacity with responsibility for the work of custodial staff.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

A driving record that meets the insurance requirements of the SCCOE.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to inspect projects and read a variety of materials.

Sitting or standing for extended periods of time.

Walking to inspect projects.

Personnel Commission Approval: May 9, 2018



Jonathan Muñoz
Interim Director – HR/Classified Personnel Services

05/09/18

Date