



Longview Independent School District

JOB DESCRIPTION

CUSTODIAL SUPERVISOR

JOB TITLE:	Custodial Supervisor	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Maintenance	TERMS:	260 Days
DEPARTMENT:	Plant Services	PAY GRADE:	Manual Trades 6

PRIMARY PURPOSE:

Supervise daily activities of custodial maintenance operation to ensure district buildings are safe, neat, and attractive

QUALIFICATIONS:

Education/Certification:

Valid Texas driver's license and a clean driving record

Special Knowledge/Skills:

- Ability to work with all levels of personnel in a school setting including parent, teachers, principals and students
- Ability to effectively organize, plan and direct work of custodial staff to perform custodial functions at campuses
- Working knowledge of all applicable laws and regulations related to custodial services
- Ability to train and instruct custodial employees in the proper procedures of all custodial functions including safety, orientation, the use of dilution systems and the use and care of equipment, etc.
- Ability to follow written instructions
- Knowledge of standard methods, tools and equipment used for custodial services including floor buffers, carpet extractor/cleaners, vacuums and wet vacuums with the ability to maintain, repair and install component parts
- Ability to lift and carry 40 pounds without assistance

Experience:

Three to five years experience in supervision of custodial personnel and custodial operations; must have experience in overseeing and directing the work and performance of custodial personnel in all facets of custodial service functions



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MAJOR RESPONSIBILITIES AND DUTIES:

Custodial

1. Supervise and directs the work of custodians at all district facilities to ensure a standard of cleanliness is maintained throughout the district
2. Assist in evaluation and interview process of applicants and custodian for substitute and full time positions
3. Assist in developing work assignments and schedules of custodial staff
4. Assist in the annual evaluation process of custodial employees

Safety

5. Assume responsibility for ensuring the security, safety, organization and cleanliness of all LISD properties
6. Provide training and instruction to new and existing employees on all facets of custodial services, procedures and systems
7. Ensure the proper and efficient use of custodial supplies and equipment

Equipment and Maintenance

8. Provide minor maintenance and repairs of custodial equipment and/or evaluates the need for new equipment replacement
9. Perform regular building inspection and reports conditions to proper authority

Other

10. Comply with district policies, as well as state and federal laws and regulations
11. Adhere to the district's safety policies and procedures
12. Maintain confidentiality in the conduct of district business
13. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Other (continued)

14. Demonstrate regular and prompt attendance
15. Other duties as assigned by Director of Operations

SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate work of custodians

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Repetitive hand motions; frequent standing, stooping, bending, kneeling, pulling and pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; prolonged use of computer terminal possible; district and state travel may or may not be required; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

EVALUATION: Auxiliary Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: May, 2013