



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
POSITION DESCRIPTION**

TITLE:	<b>High School Custodial Supervisor</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Maintenance</b>	CLASSIFICATION:	<b>Classified Management</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 8 hours per day or duty days/hours as assigned</b>
APPROVED: Commission Board	<b>11/17/14 and 11/18/14 01/28/15</b>	SALARY GRADE:	<b>Schedule: 54 Range: 64</b>

**BASIC FUNCTION:**

Under direction, plans, organizes, coordinates and supervises custodial personnel assigned to various shifts at Berkeley High School; provides guidance, training and supervision to custodial staff; and performs related duties as assigned.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, organizes, supervises and evaluates the work of assigned custodial staff at Berkeley High School; with staff, develops, implements and monitors work plans to achieve assigned goals and objectives; participates in developing, implementing and evaluating work programs, processes, systems and procedures to achieve high school and District goals, objectives and performance measures consistent with the District’s quality and service expectations
- Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District’s merit system rules, human resources policies and labor contract provisions
- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment
- Plans, coordinates, inspects and evaluates the custodial operations of assigned custodial personnel; confers with District and high school administrators to develop and document cleanliness and safety standards; conducts regular safety and cleanliness inspections to ensure conformance with standards

- Supervises the testing of supplies and materials used in custodial services; recommends the acquisition of new types of supplies, materials and equipment for District-wide use
- Confers with and advises head custodians regarding the resolution of personnel problems and issues and the establishment of performance and training standards for custodial personnel
- Prepares and maintains a variety of records and reports, including time cards, worksheets, accident reports and maintenance requests
- Responsible for carrying out the District's safety program in the work unit; establishes, implements and ensures adherence to work safety policies and procedures; ensures health and safety precautions are observed and hazards are eliminated; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment
- Researches new operational methods, techniques and equipment and recommends their application
- Responds to emergency situations as necessary

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, techniques, equipment, supplies and materials typically used in custodial operations

Safety practices, safe work methods and safety regulations pertaining to the work

Methods of planning, organizing, prioritizing and scheduling work

Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility

Basic principles and practices of public administration, including budgeting, purchasing and maintenance of public records

Proper methods of storing equipment, materials and supplies, including hazardous cleaning materials

Principles and practices of effective supervision

District merit system rules, human resources policies and procedures and labor contract provisions

**ABILITY TO:**

Plan, organize, schedule, coordinate, supervise, review and evaluate assigned custodial personnel at a large high school

Organize, set priorities and exercise sound independent judgment within areas of responsibility

Estimate quantity and types of supplies and materials needed and their effectiveness

Demonstrate the proper techniques used in custodial operations

Read, interpret and apply rules, regulations, policies, procedures and other written materials

Analyze situations and take appropriate action; confer with school administrators and custodial personnel regarding custodial concerns

Maintain current knowledge with technological advances in the field

Communicate clearly and effectively, both orally and in writing

Coordinate work assignments with other school personnel and other departments

Prepare clear, concise and comprehensive correspondence, reports and other written materials

Exercise tact and diplomacy in dealing with sensitive and complex issues and situations

Establish and maintain effective working relationships with District management, administrators, staff, vendors, the public and others encountered in the course of work

**EDUCATION AND EXPERIENCE:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and five years of custodial experience, including two years in a lead capacity; or an equivalent combination of training and experience.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment

Subject to fumes, dust and odors

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and a variety of equipment

Walking or standing for long periods of time

Seeing to perform duties

Lifting, carrying, pushing or pulling objects typically weighing 50 – 75 pounds

Hearing and speaking to exchange information

Bending at the waist, kneeling or crouching

Reaching overhead, above the shoulders and horizontally

Climbing ladders and working from heights