CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR III - CUSTODIAL SUPERVISION
Reference Code: A562
Division: Facilities
Classification: Professional-Technical
Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months
FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions to provide supervision of custodial services in the Clark County School District. This position is directly responsible to the Director, Operations Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Develop, recommend, interpret, and evaluate department policies, regulations, procedures, and standards.
2. Assist with planning, coordinating, and supervising custodial activities in the District.
3. Assist with the development of time studies and schedules for new facilities.
4. Work with the training section to ensure standardization of procedures.
5. Coordinate the daily coverage for absences and the assignment of Operations Department crew and substitutes.
6. Supervise and schedule carpet cleaning, repair, and pest control crews; maintain required documentation.
7. Plan, review, and recommend revisions to work schedules for custodial activities.
8. Assist in the development of cleaning standards for District facilities.
9. Write specifications for custodial supplies and equipment.
10. Assist in the testing and evaluation of custodial supplies and equipment; coordinate activities with purchasing agents and vendors.
11. Maintain inventory of custodial equipment at all sites; maintain office equipment and vehicle inventory.
12. Establish preparedness of evacuation sites.
13. Provide and develop database programs and tracking of site construction, movement, and allocations.
14. Recommend additions and changes to new and existing equipment standards.
15. Plan and organize annual cleaning of administrative facilities not covered by assigned staff.
16. Evaluate needs and coordinate trash disposal services for the District.
17. Supervise and evaluate the performance of assigned staff.
18. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

POSITION REQUIREMENTS:
Education and Training:
   An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications:
1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
2. State of Nevada certification for the application of pesticides.

Experience:
1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Five (5) years supervisory experience with demonstrated knowledge of custodial practices and procedures and the operation of custodial equipment.
3. Demonstrated knowledge of building codes, Americans with Disabilities Act (ADA), Occupational Safety and Health Administration (OSHA) guidelines, and safety practices.

4. Proven ability to work cooperatively with parents, colleagues, school and administrative personnel, and representatives of the community that includes state and federal organizations or agencies.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**Equal Employment Opportunity – Affirmative Action**
The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.