CUSTODIAL SUPERVISOR

Position Details
Class Code: 8160
Job Family: Service-Operations Workers
Classification: Support Professional
Terms of Employment: Pay Grade 54 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary
Under general supervision, supervises and inspects the custodial activities in an assigned area, within the Clark County School District.

Essential Duties and Responsibilities
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervises the activities of the custodial personnel at District facilities.
2. Trains custodial personnel.
3. Develops and initiates work schedules for custodial personnel.
4. Supervises and provides input for the evaluation and discipline of assigned staff.
5. Inspects District facilities and outside areas, such as paved and landscaped areas.
6. Assists with establishing cleaning standards on a districtwide basis.
7. Monitors custodial supplies and equipment usage.
8. Approves requisitions for custodial supplies; monitors custodial supply budget.
9. Delivers equipment and supplies to District facilities, when necessary.
10. Moves, assembles or disassembles furniture, equipment or other items; assists other crafts in an emergency or as the need arises.
11. Performs essential tasks of head custodians and custodians, when necessary.
12. Responsibly operates District vehicle between work sites.
13. On call 24-hours for emergency situations.
14. Conforms to safety standards, as prescribed.
15. Performs other tasks related to the position, as assigned.

**Distinguishing Characteristics**

Involves supervision and inspection of custodial activities in assigned facilities within the Clark County School District.

**Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of custodial methods, supplies, and equipment.
2. Ability to supervise, train, and evaluate employees.
3. Ability to plan and organize work.
4. Ability to understand and interpret written and oral instructions.
5. Ability to schedule work activities.
6. Ability to meet predetermined deadlines.
7. Ability to safely move and relocate heavy objects and perform physically demanding work.
8. Ability to communicate clearly both orally and in writing.
9. Ability to exercise judgment as to when to act independently and when to refer situations to supervisor.
10. Ability to work flexible work schedules.
11. Ability to operate District vehicles in a responsible manner (i.e., cars, vans, pickup trucks, etc.).
12. Ability to work cooperatively with employees, students, and the public.
13. Ability to recognize/report hazards and apply safe work methods.
14. Possess physical and mental stamina commensurate with the responsibilities of the position.

**Position Requirements**

**Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Four (4) years custodial experience, including two (2) years at the level of Head Custodian II or III in the Clark County School District; or,
Three (3) years experience as an Assistant Custodial Supervisor; or,
Three (3) years experience as a Trainer in the Clark County School District
Operations Department.

Licenses and Certifications
1. A valid driver's license that allows the applicant/employee to legally operate a
   motor vehicle in Nevada. License must be maintained for the duration of the
   assignment.
2. Current driving history (dated within six (6) month from the date printed) issued
   by the Department of Motor Vehicle (dated within the last six (6) months) is
   required at time of application/Qualified Selection Pool (QSP) placement and at
   the time of interview, prior to final selection.
3. Safe driving record. Must be maintained for the duration of the assignment.

Preferred Qualifications
Aerial Work Platform Certification.

Document(s) Required at Time of Application
1. High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.).
2. A valid driver’s license that allows the applicant/employee to legally operate a
   motor vehicle in Nevada.
3. Current copy of driving history (dated within six (6) months from the date printed)
   issued by the Department of Motor Vehicles.
4. Safe driving record.
5. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas
Clark County School District schools (i.e., classrooms, restrooms, locker rooms,
corridors, school theaters, cafeterias, etc.), administrative offices, construction sites, etc.

Work Environment

Strength
Strength: Medium – Heavy - Exert force 50-100 lbs., occasionally; 25-50 lbs., frequently;
or 10-20 lbs., constantly.
Physical Demand
Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions
Climate-controlled office setting and exposure to weather with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

Hazards
Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks
District-issued/personal vehicles, truck-mounted carpet extractor, various cleaning equipment (i.e., vacuum, buffer, etc.).

AA/EOE Statement
This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information
- Revised: 03/03/20
- Created: 05/31/01