

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Night Custodial Supervisor

DEPARTMENT: Finance and Operations
Facilities Services - MVSC

REPORTS TO: Executive Director of Operations

POSITION SUMMARY: Under direction of the Executive Director of Operations, the Night Custodial Supervisor will provide leadership and supervision of night custodial operations. The Night Custodial Supervisor will conduct routine site visits and provide ongoing support to night custodians and other Facility Services staff. This position will also work closely with the Facility Services Supervisor – Custodial in guiding the direction of the department.

ESSENTIAL FUNCTIONS:

- Provide direct supervision of the evening custodial operations throughout the District. Have the flexibility to work day shift during summer months, school term breaks and in the Facilities Supervisor – Custodial's absence. All non-emergency schedule changes shall be communicated in advance and reviewed semi-annually.
- Visit facilities on a nightly basis to supervise custodial work, discuss procedures, products, equipment and other staff concerns.
- Conduct on-site review of the school team's effectiveness, efficiency and compliance with established policies, regulations, procedures, and levels of service.
- Conduct routine site inspections with an attention to details and implement consistent custodial practices.
- Conduct custodial accident and injury investigations and perform any appropriate remediation regarding implementing corrective and/or preventative measures.
- Oversee training of new night shift employees and coordinate with Facilities Supervisor - Custodial to implement ongoing custodial training.
- Complete performance evaluations, disciplinary processes and other administrative functions as assigned.
- Be familiar with and manage within the parameters of the collective bargaining agreement, District Regulations and Department procedures.
- Facilitate effective communication between Custodial Supervisors, site teams and the custodial office, site administration, other building staff and community facility users as appropriate and necessary for the smooth operation of facility use and maintenance.
- Work with the Facilities Supervisor - Maintenance to facilitate and coordinate the resolution of emergency maintenance problems as they arise during the evening shifts. Submit work orders as needed.
- Support overall Facility Services Department functions by maintaining as current familiarity with the facility systems throughout the District such as HVAC, electricity, water, sewage, security and access control, etc.
- Ability to work beyond normal business hours during District emergencies and security needs.
- Perform custodial and maintenance duties as appropriate and in a safe manner, including the use of power equipment and hand tools.
- Participate in the interview process for new employees.
- Assist staff and community groups with facility needs.
- Work cooperatively with all other District departments and Administrators.
- Attend staff and other professional meetings as may be assigned or necessary.
- Research innovative custodial and maintenance methods, equipment, and products and recommend for implementation those that would improve efficiency of employees or systems and maintain facilities.
- Provide regular program evaluative feedback with suggested plans for improvement of any targeted areas of concern to the Executive Director of Operations as appropriate.
- Compile data from a variety of sources in accordance with District, state, and federal guidelines and regulations in order to create appropriate communications, reports, memoranda, resolutions, letters, and other written material for appropriate staff and stakeholders and for decision-making.
- Use technology to draft, prepare and process a variety of communication, forms, work orders, memoranda, agreements, letters, reports, and other documents to assure proper completion within legally mandated time frames.
- Maintain complex electronic and physical files and records and make appropriate notations in accordance with records retention guidelines.

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: High School diploma or GED certificate.

EXPERIENCE: Preferring 3 years’ experience in custodial supervision, commercial cleaning supervision, facility management, or related field. Further the individual will possess the:

- Ability to lift a minimum of forty pounds on a regular basis, climb ladders, and access and work within confined areas.
- Ability to work independently, take initiative, organize projects and details, and make decisions efficaciously;
- Ability to communicate clearly and effectively in a pleasant, tactful and professional manner;
- Ability to work with a diversity of individuals and groups;
- Ability to research, analyze and interpret data, rules and regulations, codes, statutes, and laws; and
- Ability to exercise independent decision making abilities and make decisions within parameters established with his/her supervisor, organize and manage multiple time sensitive tasks, and support resolution of difficult and/or delicate applicant and employee issues.

CERTIFICATES AND LICENSES: Valid WA State driver’s license and appropriate insurance required. Certification in the following: Fall Protection, Lifts, Competent Person and other required certification as directed to manage and evaluate staff appropriate. If certification not possessed, must obtain such certification within first three (3) months of employment. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is required to be effective in the position and to maintain certification

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Unrepresented

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date