

## Job Description

**Job Title:** Supervisor of Custodial Services

**Position Code:** 1E19 or AE19

**Job Classification:** Exempt

**Supervisor:** Executive Director of Plant Services

**Pay Grade:** 44

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for providing leadership, operation support, and organization of the daily activities of custodial department.

### **Essential Duties**

1. Works with building administrators in establishing work schedules for all custodial staff.
2. Interviews and recommends the employment of all custodial staff.
3. In conjunction with building administrators, recommends personnel actions when necessary with regard to probation, termination of employment and suspension of custodial staff.
4. Provides supervision and guidance to Area Custodial Supervisors as needed.
5. Provides supervision and guidance to the Custodial Trainer as needed. Reviews for efficiency and effectiveness.
6. Develops specifications for the purchase of custodial equipment and supplies, interfacing with the Purchasing Department.
7. Visits schools and departments to observe work of custodial staff.
8. Confers with principals concerning problems related to custodial staff.
9. Manages a pest control program in all buildings and areas of food preparation.
10. Provides direction to custodial staff in areas of safety, asbestos, ADA, hazardous materials and related areas.
11. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs other duties as assigned by the Executive Director of Plant Services or appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Bachelor's degree in related field, or a minimum of 15 years applied experience within the custodial industry, with increasing levels of responsibility and leadership. Military experience and leadership is acceptable as well. Must demonstrate knowledge of basic principles of custodial maintenance and have at least 5 years' experience in the custodial field in a supervisory capacity in either business, industry or government or 5 years in educational administration. Must have knowledge of Integrated Pest Management practices, asbestos, hazardous materials, and ADA programs. Must possess excellent leadership, communication, problem solving, and interpersonal skills. Must possess the ability to establish and maintain effective working relationships with students, parents, and staff members.

### **Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time;

exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Custodial Staff

**Supervision Received:** Executive Director of Plant Services

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of Custodial Services will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Plant Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 12/2022 CR