

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Regional Custodial Supervisor

Department: Operations

Grade J
H.P.D. 8
D.P.Y. 260

Job Description

Date Reviewed: July 2024

Reports To: Building Services
Manager/Assistant Manager

Purpose of Job

The purpose of this position is to perform as a custodial supervisor in the school system. The duties and responsibilities of this position include assigning work and supervising lead custodians and custodians to ensure cleanliness and safety of the district school buildings and school grounds. The Regional Supervisory Facility Technician is responsible for ensuring that the custodial staff within their designated region is adequately trained by providing or overseeing training on proper cleaning practices and equipment usage in accordance with CMCSS policies, procedures, and work instructions. This position reports to The Building Services Manager or the Building Services Assistant Manager.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned custodial staff, handling employee concerns and problems, counseling, and recommending disciplinary and other personnel actions.

Assists in overseeing proper Covid 19 procedures are implemented.

Ensures that in case of Covid-19 outbreak that the districts 2-step cleaning is implemented and the air quality is within our districts standards.

Must be capable of designating work requirements and work areas to assigned custodial staff based on time management system and workloads.

Provides quality assurance by inspecting custodial staff work areas and maintaining a report of findings.

Trains newly assigned custodial personnel in cleaning procedures to be implemented and the proper operation of assigned equipment.

Assists in answering alarms calls during non-operational hours

Trains and assists in operation of buffers, vacuum cleaners, and scrubbers; maintains restrooms, classrooms and hallways; prepares gymnasium for sealing; prepares and paints walls and maintains ceilings.

Ensures that all custodial equipment is used properly and checked and cleaned after each use. Ensures that all equipment is stored safely and properly.

Trains and assists in basic maintenance techniques including: furniture repair, lightbulb changes, ceiling tile replacement, and window cleaning with stepladder; movement of desks, tables, chairs, and filing cabinets.

Trains and assists in lawn mowing and grounds maintenance activities.

Trains and supervises summer cleaning activities.

Required to possess extensive knowledge of all basic maintenance practices and Custodial Department guidelines/regulations, policies, and procedures.

Responsible for evaluating programs, facilities, and employees and giving tactful, constructive criticism for the purpose of improvement.

Assists Supervisory Facility Technicians in setting goals and action plans to keep the schools operating efficiently and financially soundly.

Supervises their regional custodial staff during all days when schools are closed and during evening shifts.

Offers additional training to employees upon the request of the Supervisory Facility Technician.

Assists in development of custodial corrective action plans and provides oversight in documenting progress.

Assists Building Services Manager/Assistant Building Services Manager with custodial relations.

Recommends and provides analysis of new guidelines and best practices.

Ensures equity of equipment between locations.

Oversees and supports key leadership positions in buildings.

Assists in design of standardization practices and work instructions across their region.

Coordinates and recommends ongoing professional development training of all employees to further enhance knowledge and leadership skills and to stay abreast of changes in culture/safety guidelines/health regulations

Plans, disseminates duties, and conducts employee training for the purpose of providing information relative to employment benefits, hours of work, schedules, time off, general work expectations, and ensuring completion of forms and documentation.

Executes high-level responsibilities for regional locations with the ability to maintain excellent time-management and organizational skills.

Identifies support options needed for helping employees succeed through coaching.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or equivalent) required, with one to three years of custodial and lead worker experience, preferably within a local government (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 100 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date