

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED DECEMBER 2017
SALARY SCHEDULE: #85
RANGE: 14.00
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 2, 3, 6, 7, 8, 9**

SUPERVISOR – OPERATIONS

DEFINITION

Under general supervision to plan, schedule, coordinate, lead, and perform semiskilled and skilled operations, and custodial service tasks associated with the operation of facilities;

to provide supervision of assigned positions;

to provide technical input and support concerning various operational tasks associated with custodial activities, and other facility operations-related issues;

train and evaluate assigned staff as required;

to do other related work as required.

EXAMPLES OF DUTIES

Establish priorities, organize, schedule leads and perform tasks of a general nature in all phases of custodial services;

analyze and resolve work problems, or assist workers in solving work problems;

communicate and interact with administration at KCSOS worksites regarding needs at the sites and schedules of Custodial staff;

suggest changes in working conditions and use of equipment to increase worker and crew efficiency;

evaluate need for or perform a variety of functions in the custodial services;

provide technical input for performance evaluations of assigned personnel;

assist in the evaluation of need for repairs of classrooms and play areas at KCSOS sites.

QUALIFICATIONS

Knowledge of:

Methods, techniques, materials, tools, chemicals, and equipment used in custodial work;

rules, regulations, and operational procedures pertaining to custodial services;

safe working methods and procedures;

principles, methods, and procedures of organization, supervision and employee motivation.

Ability to:

Lead and coordinate custodial personnel;

plan, organize, coordinate, and supervise a comprehensive custodial program;

skillfully use a variety of tools and equipment utilized in basic custodial work;

maintain a variety of files and records;
prepare and present clear and precise reports;
understand and carry out oral and written directions;
hear within normal limits;
stand, use hands to handle or feel;
reach hands and arms overhead;
operate standard office equipment including a computer and assigned software;
establish and maintain cooperative working relationships;
lift 50 lbs., bend, crawl, work overhead, climb ladders, and work in outdoor conditions.

Experience:

Three (3) years of experience as a skilled custodian, including one year in a lead or supervisory capacity.

Education:

Equivalent to the completion of the twelfth grade.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

TS: gs

12/18/17

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