

**SUPERVISOR OF OPERATIONS**

**DEFINITION**

Under supervision of the ~~Director~~ ~~Maintenance/Operations/Transportation~~ **Maintenance and Operations Manager** plans, organizes, coordinates and supervises the custodial services and grounds keeping operations, **as assigned**, for the District and serves as maintenance supervisor in absence of the ~~Director~~ **Manager**.

**EXAMPLES OF DUTIES INCLUDE (but are not limited to):**

- Designs and plans a systematic program of custodial and grounds services **as assigned**.
- Performs inspection of district buildings and grounds
- Recommends specifications for materials to be used and inspects finished work for compliance with established standards
- Confers with school principals on a regular basis and other district personnel about custodial, grounds and safety and security problems
- **Works with site administrator to support community use of facilities and provides staffing as needed for Facilities Use Applications.**
- Makes recommendations concerning purchase of custodial and grounds materials and equipment
- Recommends custodial and grounds budget items
- Provides training and in-service to custodial and grounds employees in the performance of their duties and the use of materials
- Arranges work schedules for emergency as well as routine activities
- Sets expected levels of performance in cleaning buildings, grounds maintenance, proper use of equipment, materials and supplies and other routines
- Develops employee standards and evaluates custodial and grounds personnel **as assigned**
- Keeps records and submits reports on departmental activities
- Inspects the work of the night custodial crew and provides assistance as needed
- Supervises and participates in custodial and grounds tasks
- **Works with staff to assure custodial absences are covered and monitors attendance of custodial staff.**
- Assures District compliance with applicable regulations for chemical application and storage including Material Safety Data sheets (MSDS) files

- Monitors custodial and grounds supplies and assures adequate inventories are maintained
- **On call for after-hours emergencies**
- **Other duties as assigned**

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### **QUALIFICATIONS GUIDE**

#### **Knowledge of:**

- Methods, materials equipment and supplies in the custodial area
- Laws affecting the cleanliness and maintenance of school buildings, grounds and equipment
- California Education Code
- Principles and practices of supervision

#### **Ability to:**

- Plan, organize, coordinate, supervise and evaluate the work of custodial and grounds personnel
- Understand, carry out and give oral and written instructions
- Maintain careful records and prepare accurate reports
- Interpret and implement district policies
- Establish and maintain cooperative relationships with those contacted in the course of work
- To be an effective team member
- To interpret and implement relative codes, regulations and laws

#### **Training and Experience:**

Completion of the twelfth grade; varied experience in custodial services, grounds keeping and building maintenance, preferably in a school setting and three years experience supervising employees or any combination of training and experience that could likely provide the desired knowledge and abilities.

#### **Licenses:**

Possession of a valid California Driver's License and the ability to qualify for District vehicle insurance coverage.

**Physical:**

Sufficient strength, agility, and dexterity required to perform all essential tasks. Manually or with mechanical assistance, be able to move, transport and store shelves, furniture, equipment, boxed textbooks, and other supplies. Ability to work out-of-doors in a variety of temperatures and climate conditions.

SUPERVISOR OF OPERATIONS POSITION CONTINUED  
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**Evaluation:**

Performance of this job will be evaluated annually in accordance with the La Canada Unified School District Confidential, Managerial, and Supervisorial Association Policy and procedures Manual.

Board Approved: \_\_\_\_\_

Date: \_\_\_\_\_