



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Facilities After Hours Operations Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Operations	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day Swing Shift or duty days/hours as assigned
APPROVED: Board Commission	01/27/16 02/04/16	SALARY GRADE:	Schedule: 54 Range: 69

BASIC FUNCTION:

Under direction, plan, organize, and coordinate after hour custodial and security operations; supervise custodial and security personnel assigned to various shifts and at various sites; provide guidance and training to custodial and security staff; and perform related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plan, organize, supervise and evaluate the work of assigned custodial and security staff; develop, implement and monitor work plans to achieve assigned goals and objectives; participate in developing, implementing and evaluating work programs, processes, systems and procedures to achieve Department and District goals, objectives and performance measures consistent with the District’s quality and service expectations
- Plan and evaluate the performance of assigned staff; establish performance requirements and personal development targets; regularly monitor performance and provide coaching for performance improvement and development; subject to management concurrence, take disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District’s merit system rules, human resources policies and labor contract provisions
- Oversee complete security operations and assigned security personnel to ensure the safety of students and staff and the security of all District facilities and efficient investigations of occurrences of property damage and suspicious or criminal activity
- Provide day-to-day leadership and work with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations; provide leadership and participate in programs and activities that promote a positive employee relations environment

- Plan, coordinate, inspect and evaluate the custodial and security operations of assigned personnel; confer with Operations Manager to develop and document cleanliness and safety standards; conduct regular safety, security and cleanliness inspections to ensure conformance with standards
- Conduct monthly custodial meetings
- Supervise the testing of supplies and materials used in custodial services; recommend the acquisition of new types of supplies, materials and equipment for District-wide use
- Confer with and advise custodians regarding the resolution of personnel problems and issues and the establishment of performance and training standards for custodial personnel
- Prepare and maintain a variety of records and reports, including time cards, worksheets, accident reports, security reports, and maintenance requests
- Oversee the District's safety program in the work unit; establish, implement and ensure adherence to work safety policies and procedures; ensure health and safety precautions are observed and hazards are eliminated; educate employees on rules, regulations, safe work habits and potential hazards presented by their work environment
- Oversee the prompt response to burglar alarms and radio calls
- Research new operational methods, techniques and equipment and recommend their application
- Respond to emergency situations as necessary

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, techniques, equipment, supplies and materials typically used in custodial and security operations
- Safety practices, safe work methods and safety regulations pertaining to the work
- Emergency site shut-off procedures
- Standard broadcasting procedures of a police radio system
- Methods of planning, organizing, prioritizing and scheduling work
- Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility
- Basic principles and practices of public administration, including budgeting, purchasing and maintenance of public records
- Proper methods of storing equipment, materials and supplies, including hazardous cleaning materials
- Principles and practices of effective supervision
- District merit system rules, human resources policies and procedures and labor contract provisions

ABILITY TO:

- Plan, organize, schedule, coordinate, supervise, review and evaluate the work of assigned personnel
- Organize, set priorities and exercise sound independent judgment within areas of responsibility
- Operate radio, security systems and other equipment necessary for work scope

- Implement efficient methods to prevent incidents
- Estimate quantity and types of supplies and materials needed and their effectiveness
- Demonstrate the proper techniques used in custodial and security operations
- Transport equipment and supplies to evening custodians if needed
- Read, interpret and apply rules, regulations, policies, procedures and other written materials
- Analyze situations and take appropriate action
- Confer with school administrators and custodial and security personnel regarding concerns
- Maintain current knowledge with technological advances in the field
- Communicate clearly and effectively, both orally and in writing
- Coordinate work assignments with other school personnel and other departments
- Prepare clear, concise and comprehensive correspondence, reports and other written materials
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations
- Establish and maintain effective working relationships with staff, vendors, and others encountered in the course of work

EDUCATION AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and five years of custodial experience, including two years in a lead capacity; or an equivalent combination of training and experience.

LICENSES AND OTHER REQUIREMENTS:

- A valid California driver's license
- Insurability under the District's vehicle insurance policy
- Complete coursework and receive Bureau of Security and Investigative Services (BSIS) certification within six months of employment in this position

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and outdoor work environment including seasonal heat and cold or adverse weather conditions
- Flexible schedule including work to be performed evening, nights and weekends
- Conduct a vehicle to perform District business
- Potential physical hazards involved in intervening in anti-social, illegal and violent behavior
- Escort terminated employees off sites after they recover their personal property
- Subject to fumes, dust and odors

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and a variety of equipment
- Seeing to perform duties
- Hearing and speaking to exchange information
- Walking or standing for long periods of time
- Lifting, carrying, pushing or pulling objects typically weighing 50 to 75 pounds
- Physical agility and stamina
- Bending at the waist, kneeling or crouching
- Reaching overhead, above the shoulders and horizontally
- Climbing ladders and working from heights