



Custodian Supervisor

SUMMARY: Under basic supervision, maintains attractive, sanitary, and safe facilities for students, staff and public in order to minimize property damage, loss, and liability exposure; performs inspections, repairs and preventive maintenance, and oversees the work of custodians.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Working independently, performs and coordinates custodial and janitorial duties for an assigned Mandan Public School (MPS) facility; performs duties within scope of authority and training; duties may vary according to job assignment.
- Leads the custodial crew in the cleaning and maintenance of facilities and grounds; reviews daily work for work quality and timely completion of assigned duties and responsibilities.
- Supervises custodial operations at work site; verifies cleaning and maintenance work meets MPS quality and safety standards; enforces safety rules and MPS procedures to minimize risk of accidents and liability exposure; maintains event logs, and generates reports as ordered.
- Manages inventory of supplies, equipment, and furniture.
- Plans, prioritizes and leads the custodian crew in the cleaning and repair of facilities and grounds; reviews daily work for work quality and timely completion of assigned duties and responsibilities.
- Inspects facilities, and identifies operational problems and maintenance issues, and prioritizes maintenance and repair projects; performs minor repairs within scope of training; verifies that facilities are clean, safe, secure, and in compliance with state and Federal regulations and MPS standards.
- Monitors work site to assure that safety rules and regulations are followed, and that the work area and all equipment are in safe operating condition.
- Coordinates the training and cross-training of work crews in all maintenance tasks.
- Investigates and resolves safety hazards, equipment problems, and emergency situations.
- Performs duties of custodian as needed to meet workload demands; sets up and tears down equipment and facilities for special events and activities.
- Maintain scheduling of staff and equipment needed for various events hosted in the building and grounds.
- Checks buildings and grounds for unsafe conditions; clears hazards and dangerous areas; reports safety conditions, security issues, and illegal activities; reports problems and property damage.
- Supports the relationship between the Mandan Public Schools and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and School staff; maintains absolute confidentiality of work-related issues, client records, and School information; follows compliance rules governing child abuse; performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

High School diploma or GED equivalent; AND four years of facility maintenance work experience, preferably with MPS; OR an equivalent combination of education, training and experience.

Knowledge of:

- MPS policies and procedures.
- City safety rules and regulations, occupational hazards and safety precautions.
- Maintenance, repair, and safety standards for public facilities, including OSHA requirements.
- Materials and equipment used in cleaning and maintaining buildings, grounds, and equipment.

Skill in:

- Assigning and scheduling work, and overseeing work crews.
- Using initiative and independent judgment within established procedural guidelines.
- Identifying maintenance needs and mechanical problems, and taking corrective actions.
- Inspecting facilities and infrastructure, and determining maintenance priorities.
- Troubleshooting, repairing, calibrating, and maintaining electromechanical, HVAC, power, security, fire suppression, water treatment, plumbing, and specialty equipment and components.
- Making operating adjustments and repairs to building system components and equipment.
- Promoting and enforcing safe work practices.
- Operating and maintaining tools and equipment in a safe and effective manner.
- Closely following verbal and written instructions and procedures.
- Establishing and maintaining effective working relations with co-workers.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid North Dakota State Driver's License may be required. Pool Certification and/or boiler certification may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed indoors and outdoors at MPS facilities; requires constant physical efforts and ability to lift and move items weighing up to fifty pounds; may be exposed to safety hazards and dangerous tools and equipment.