

**CLARK COUNTY SCHOOL DISTRICT  
HUMAN RESOURCES DIVISION**

**ASSISTANT CUSTODIAL SUPERVISOR**

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Class Code: 8170

Job Family: Service-Operations Workers

Classification: Support Staff

Terms of Employment: Pay Grade 53 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

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**POSITION SUMMARY:**

Under general supervision supervises and inspects custodial activities in the school district within an assigned area.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervises evening activities of custodial personnel at district facilities.
2. Assists in the training of custodial personnel.
3. Completes written inspections of school district facilities.
4. Recommends work schedules and adjustments for custodial personnel.
5. Assists in the investigation of employee work performance issues.
6. Monitors custodial supply inventory and purchases; may assist with custodial supply orders.
7. Moves, assembles or disassembles furniture, equipment or other items; assists other crafts in an emergency or as the need arises.
8. Performs essential tasks of custodians when necessary.
9. Operates a district vehicle between work sites.
10. Delivers equipment and supplies to district facilities, when necessary.
11. On call 24-hours for emergency situations.
12. Conforms to safety standards.
13. Performs other tasks as related to the position.

**DISTINGUISHING CHARACTERISTICS:**

None Specified

**POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)**

1. Knowledge of custodial methods, supplies and equipment.
2. Ability to supervise and train employees.
3. Ability to plan and organize work.
4. Ability to understand and interpret written and oral instructions.
5. Ability to meet deadlines.
6. Ability to perform physically demanding work.
7. Ability to communicate clearly orally and in writing.
8. Ability to operate district vehicles (e.g., cars, vans, truck mounted carpet-cleaning equipment, etc.)
9. Ability to recognize/report hazards and apply safe work methods.
10. Ability to exercise judgment as to when to act independently and when to refer situations to supervisor.

12/01/87

Revised: (10/30/90; 01/03/95; 10/11/96; 07/15/05; 01/08/06; 06/13/07; 01/12/09)

**POSITION REQUIREMENTS:**

**Education, Training, and Experience:**

1. High school graduation or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. Three (3) years custodial experience in the Clark County School District, including one (1) year experience in a supervisory position as a Head Custodian II or III (or combination of experience in these positions); **or**,
3. Two (2) years experience as a Trainer in the Clark County School District Operations Department.

**Licenses and Certificates:**

1. A valid driver's license that allows the applicant / employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (Q.S.P) placement **and** at time of interview prior to final selection.
3. Safe driving record. Must be maintained for the duration of the assignment.

**Preferred Qualifications:**

1. Possess physical and mental stamina commensurate with the responsibilities of the position.
2. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

**DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:**

1. High school transcript or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. A valid driver's license that allows the applicant / employee to legally operate a motor vehicle in Nevada.
3. Current copy of driving history issued by the Department of Motor Vehicle.
4. Safe driving record.
5. Specific documented evidence of training and experience to satisfy qualifications.

**EXAMPLES OF ASSIGNED WORK AREAS:**

Clark County School District schools (e.g., classrooms, restrooms, locker rooms, corridors, school theaters, cafeterias, etc.), administrative offices, construction sites, etc.

**WORK ENVIRONMENT:**

Strength: Medium/heavy-exert force to 50-100lbs. occasionally, 25/50 lbs. frequently or up to 10/20 lbs. constantly. May involve significant standing, walking, pushing, pulling and carrying.

Physical Demands: Occasional climbing, balancing, crouching, and crawling. Frequent stooping, reaching, kneeling, handling, repetitive fine motor activities, talking and hearing. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Vision to distinguish colors, read printed materials, VDT screens and/or other monitoring devices.

Environmental Conditions: Climate-control office setting and exposure to weather with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

12/01/87

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EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Clark County School District schools (i.e., classrooms, restrooms, locker rooms, corridors, school theaters, cafeterias, etc.), administrative offices, construction sites, etc.

**EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION**

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.

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