

Custodial Supervisor

Position Details

Class Code: 8160

Job Family: Service/Operations Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, supervises and inspects custodial activities in an assigned area within the Clark County School District (CCSD).

Essential Duties and Responsibilities

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

1. Trains and supervises custodial personnel at CCSD facilities.
2. Develops and initiates work schedules for custodial personnel.
3. Provides input for evaluation and discipline of assigned staff.
4. Inspects CCSD facilities inside and outside, including paved and landscaped areas.
5. Assists with establishing District-wide cleaning standards.
6. Monitors custodial supplies and equipment usage.
7. Approves requisitions for custodial supplies; monitors supply budget.
8. Delivers equipment and supplies to CCSD facilities, when necessary.
9. Moves, assembles, or disassembles furniture, equipment, or other items; assists other crafts in emergencies or as the need arises.
10. Performs essential tasks of head custodians and custodians, when necessary.
11. Responsibly operates CCSD vehicle between work sites.
12. On-call 24-hours for emergencies.
13. Conforms to safety standards, as prescribed.

14. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves supervising and inspecting custodial activities in assigned CCSD facilities.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of custodial methods, supplies, and equipment.
 2. Ability to supervise, train, and evaluate employees.
 3. Ability to plan and organize work.
 4. Ability to understand and interpret written and verbal instructions.
 5. Ability to schedule work activities.
 6. Ability to meet predetermined deadlines.
 7. Ability to safely move/relocate heavy objects and perform physically demanding work.
 8. Ability to communicate clearly both verbally and in writing.
 9. Ability to judge when to act independently and when to refer situations to a supervisor.
 10. Ability to work flexible schedules.
 11. Ability to responsibly operate CCSD vehicles (cars, vans, pickup trucks, etc.)
 12. Ability to work cooperatively with employees, students, and the public.
 13. Ability to recognize/report hazards and apply safe work methods.
 14. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.)
2. Four (4) years' custodial experience, including two (2) years of supervisory level experience; or,
Three (3) years' experience as an Assistant Custodial Supervisor; or,
Three (3) years' experience as a Trainer.

Licenses and Certifications

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. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) is required at time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Must be maintained for the duration of the assignment.

Preferred Qualifications

Aerial Work Platform Certification.

Document(s) Required at Time of Application

1. High school transcripts or other equivalent (GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Current copy of driving history (dated within six (6) months from the date printed) issued by the DMV.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD schools (classrooms, restrooms, locker rooms, corridors, school theaters, cafeterias, etc.), administrative offices, construction sites, etc.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and

maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled 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 for occasional to frequent time periods.

Hazards

Frequent electrical shock, furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, truck-mounted carpet extractor, various cleaning equipment (vacuum, buffer, etc.)

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 11/06/23
- Created: 05/31/01