

ASSISTANT OPERATIONS SUPERVISOR

DEFINITION

Work under the direction of the Operations Supervisor, supervise assigned personnel performing custodial tasks. Assist in planning, coordinating, and directing the custodial services of the school district.

EXAMPLES OF DUTIES

- Supervise Custodians in heating, ventilating, cleaning of filters, and performance of minor repairs in district buildings.
- Analyze workloads, make recommendations for changes and implement them when approved. Assign new workloads to employees.
- Encourage and support good communication and working relations with Custodians, students, staff and public.
- Conduct inspections of daily custodial work tasks.
- Inspect buildings to determine justification of cleaning needs. Evaluate building custodial supplies and equipment to maintain stock.
- Observe and make recommendations for improved and more efficient methods of cleaning. Assist in product and equipment selection.
- Supervise and schedule cleaning of carpets and hard surface floors on a rotating basis by itinerants and building personnel.
- Ensure that power cleaning equipment is maintained in proper working order and preventive maintenance procedures are followed.
- Assist in conducting comprehensive in-service training programs for custodial employees.
- Conduct safety meetings, enforce safety rules and regulations, investigate accidents and ensure that reports are on file in a timely manner.
- Check on reported irregularities of conduct or work performance of Custodians and work with Principals, Operations Supervisor, Maintenance Supervisor, and Personnel Department to resolve these situations.
- Apply provisions of district policy and procedures and labor agreements.
- Assist the Security Department in building security.
- Work swing shift as needed at the direction of the Operations Supervisor.
- On-call as needed.
- Answer emergency Astrosonics calls and disperse workmen. Perform emergency custodial relief work until a suitable substitute reports for work.
- Make recommendations for custodial promotions, transfers, disciplinary action, and dismissals.
- Assist Operations Supervisor in coordinating tasks with community activities to insure proper support.
- Assist Operations Supervisor with hiring interviews.
- Assist Operations Supervisor in preparing vacation and summer work schedules.
- Assist Operations Supervisor with the preparation of the preliminary custodial budget.
- Relieve the Operations Supervisor when necessary.
- Perform other related duties as well.

ASSISTANT OPERATIONS SUPERVISOR

MINIMUM QUALIFICATIONS

Knowledge of:

Procedures and methods used in cleaning and minor maintenance of schools;
Quality and use of custodial supplies and equipment;
Care and cleaning of various types of heating and ventilating equipment;
Safety rules and regulations applicable to school buildings;
Excellent work record including demonstrated dependability and ability to establish and maintain effective relations with other employees, students, and the public.

and

Experience:

Two years experience as a School Plant Operations Manager I, II, or III.

and

Education:

Graduation from high school or equivalent. Additional courses in custodial services, facilities management, or other related areas desirable.

Range 60

ZIP 100