

SANTA CLARA COUNTY OFFICE OF EDUCATION

POSITION SUPERVISOR CUSTODIAL SERVICES

BASIC FUNCTION:

Under the direction of the Manager () 10.4 (o)-046 (r)-2.8 (t)-5.9 (h () 7.7 (o)-97.6 (n4)8.9 () 10.4 (o)-046 (r)-2.8 (t)-5.9 (h () reviews and evaluates budgetary and financial data; controls and authorizes expenditures with established limitations; approves invoices for payment for materials, contractor related suppliers and vendors.

Inspects work performed for quality control; determines and assigns staff using w responds to requests for vacation, leaves of absence, and uniforms; communicates administration, site administrators, and labor union representatives regarding p staff assignments, and transfers; provides and/or coordinates in-service training to effective methods, and techniques and in the appropriate use and storage of equ

Prepares and maintains



Develops and recommends cleaning standards, procedures and practices; coordinate activities for new projects; researches products and methods for facility projects to determine appropriate solutions

Administers programs related to safety and security; coordinates custodial staff training in emergency response and first aid; drives a vehicle to conduct inspections of facilities, grounds, and equipment.

Operates a computer and assigned software programs; operates other office equipment as assigned.

Attends a variety of meetings as assigned.

OTHER DUTIES

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of operations and activities involved in custodial services County Office facilities and program sites

Proper methods, techniques, materials, tools, and equipment used in custodial services activities.

Requirements of maintaining buildings, facilities, and equipment in a safe, clean, and orderly condition.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

Recordkeeping and report preparation techniques.

Policies and objectives of assigned programs and activities.

Health and safety regulations and procedures.

Basic budget preparation and control.

ABILITY TO:

Plan, organize, and lead operations and activities involved in custodial support services.



Prepare records and reports related to assigned activities.

EDUCATION AND EXPERIENCE: