

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
REVISED/APPROVED NOVEMBER 2003  
MAINTENANCE/OPERATIONS/MECHANICAL SERVICES SERIES  
SALARY SCHEDULE: #85  
RANGE: 14.00  
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT  
CODE: 2,3,6,7,8,9**

### **SUPERVISOR – OPERATIONS**

#### **DEFINITION**

Under general supervision to plan, schedule, coordinate, lead, and perform semiskilled and skilled operations, and custodial service tasks associated with the operation of facilities;

to provide supervision of Lead Custodians;

to provide technical input and support concerning various operational tasks associated with custodial activities, and other facility operations-related issues;

to do other related work as required.

#### **EXAMPLES OF DUTIES**

Establishes priorities, organizes, schedules leads and performs tasks of a general nature in all phases of custodial services;

analyzes and resolves work problems, or assists workers in solving work problems;

suggests changes in working conditions and use of equipment to increase worker and crew efficiency;

evaluates need for or performs a variety of functions in the custodial services;

provides technical input for performance evaluations of assigned personnel.

#### **QUALIFICATIONS**

##### Knowledge of:

Methods, techniques, materials, tools, chemicals, and equipment used in custodial work;

rules, regulations, and operational procedures pertaining to custodial services;

safe working methods and procedures;

principles, methods, and procedures of organization, supervision and employee motivation.

##### Ability to:

Lead and coordinate custodial personnel;

plan, organize, coordinate, and supervise a comprehensive custodial program;

skillfully use a variety of tools and equipment utilized in basic custodial work;

maintain a variety of files and records;

prepare and present clear and precise reports;

understand and carry out oral and written directions;

hear within normal limits;

establish and maintain cooperative working relationships;

lift 75 lbs., bend, crawl, work overhead, climb ladders, and work in outdoor conditions.

Experience:

Three years of experience as a skilled custodian, including one year in a lead or supervisory capacity.

Education:

Equivalent to the completion of the twelfth grade.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

**Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.**

This position is overtime exempt and has a probationary period of one year.

ST:rw

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