



PERSONNEL COMMISSION

Class Code: 5191
Salary Range: 30 (S1)

CUSTODIAL SERVICES INSPECTOR

JOB SUMMARY

Under general direction, plan, develop and oversee a wide variety of internal and external training programs for new and current custodial personnel; conduct regular and special site visits to observe custodial services and assure compliance with applicable laws, codes, rules and regulations; assist in assuring smooth and efficient delivery of District-wide custodial services; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, develop and oversee a wide variety of internal and external training programs for new and current custodial personnel; assure effectiveness of training programs and smooth and efficient delivery of District-wide custodial services. **E**
- Develop and conduct new employee orientation sessions and in-service trainings on a wide variety of topics including health and safety laws, supervisory skills, methods of cleaning, proper use and maintenance of custodial equipment, and ordering and storing supplies. **E**
- Research and recommend external trainers, consultants and service providers; assure external training opportunities meet established standards; research and recommend training materials, videos, and other training resources. **E**
- Update presentations, operating procedure manuals and training materials in response to changing laws, policies and procedures; participate in developing departmental procedures and organizational plans related to assigned activities. **E**
- Conduct regular and special site visits to observe custodial services and assure compliance with applicable laws, codes, rules and regulations; prepare recommendations for improvements; take immediate corrective action regarding health and safety hazards; follow up to assure procedures are being followed. **E**
- Conduct on-site training and serve as a resource to custodial supervisors, site administration and staff; identify and resolve operational or personnel issues at sites; observe and participate in presentations of employee performance evaluations; provide performance improvement guidance to employees. **E**
- Review site work schedules and custodial bid runs for equity and conformance to established standards; develop standard operating procedures for custodial staff. **E**
- Continuously survey existing custodial services for safety, service costs and areas in need of improvement; advise departmental administration of areas in need of improvement. **E**

- Communicate with site staff, administrators, vendors and outside agencies to exchange information, coordinate activities, respond to inquiries and resolve issues and concerns regarding custodial policies and procedures. ***E***
- Train and supervise the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. ***E***
- Prepare and maintain a variety of records and reports related to personnel, training programs, safety inspections and other assigned activities; research and compile information for special projects as directed. ***E***
- Remain on call and coordinate response for emergency custodial needs; perform emergency shut off for major utility services; operate emergency generators as necessary. ***E***
- Coordinate and oversee the thorough cleaning and restoration of district facilities during periods when students are not on campus. ***E***
- Operate a variety of office equipment including a computer and assigned software; drive a District vehicle to conduct work. ***E***
- Attend a variety of conferences, trainings and meetings to maintain current knowledge of applicable laws, codes, rules and regulations related to assigned activities. ***E***

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Custodial Services Inspector plans, develops and oversees a wide variety of internal and external training programs for new and current custodial personnel. Incumbents travel extensively to school sites to evaluate custodial services and provide recommendations for improvements.

EMPLOYMENT STANDARDS

Knowledge of:

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Laws, codes, rules and regulations related to assigned activities.

Principles and practices of training and supervision.

District organization, operations, policies and objectives.

Health and safety regulations.

Requirements of maintaining District buildings in a safe, clean, secure and orderly condition.

Public speaking techniques.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Basic math.
Operation of a computer and assigned software.
Inventory methods and practices.
Proper lifting techniques.

Ability to:

Plan, develop and oversee a wide variety of internal and external training programs for new and current custodial personnel.
Assure District facilities are maintained in a clean, orderly and secure condition.
Operate and demonstrate the use of custodial equipment and supplies.
Read, interpret and work from sketches and drawings.
Analyze custodial training needs and develop appropriate training programs.
Conduct effective training sessions for groups of employees.
Prepare and deliver oral presentations.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Maintain a variety of records and prepare reports.
Write clear, concise instructions and reports.
Train, supervise and evaluate the performance of assigned staff.
Observe and follow health and safety regulations.
Review and modify work procedures and schedules.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned software.
Drive a District vehicle to conduct work.
Analyze situations accurately and adopt an effective course of action.
Maintain current knowledge of applicable laws, codes, rules and regulations.
Work independently with little direction.
Plan and organize work.

Education and Training:

Graduation from high school. College-level coursework or additional training in custodial services, management, organizational training or a related field is preferred.

Experience:

Five years of experience in the cleaning of institutional or commercial facilities, preferably in a public school environment including two years in a supervisory capacity involving custodial staff training.

OR

Two years of experience as a Plant Supervisor – High School in the Long Beach Unified School District.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

There is a continuing requirement for night work, working weekends or holidays, and to be on call.

WORKING ENVIRONMENT

Office and school site environment.

Indoor and outdoor work environment.

Driving a District vehicle to conduct work.

Exposure to cleaning chemicals and fumes.

Evening, weekend and varied hours.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.

Walking to inspect facilities.

Hearing and speaking to exchange information and make presentations.

Lifting, carrying, pushing or pulling moderately heavy equipment and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 pounds.

Dexterity of hands and fingers to operate a computer keyboard and custodial equipment.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Seeing to read a variety of materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.