

TITLE: **BUILDING/SAFETY SERVICES SUPERVISOR**

QUALIFICATIONS:

1. Experience in supervision of custodial and/or maintenance programs and staff; bachelor's degree in related field desirable
2. Ability to provide written and oral direction and training for employees; ability to follow written and oral instructions
3. Knowledge of Cal-OSHA, fire department and other local, state and federal safety regulations
4. Ability to provide education to staff and community on safety topics through public speaking and other presentations
5. Knowledge of cleaning procedures and safe use of chemicals
6. Knowledge of solid, hazardous and infectious waste regulations
7. Ability to use computer to prepare budgets and track expenditures

FUNTION: To maintain district buildings in clean, safe and good operating condition; coordinate district safety programs and provide a safe environment for students, staff and visitors; assist the Director of Maintenance and Operations with managing and leading the department to accomplish department goals

REPORTS TO: Director III - Maintenance and Operations

SUPERVISES: Staff as assigned

PERFORMANCE RESPONSIBILITIES:

1. Coordinates district safety, fire, Cal-OSHA and earthquake preparedness programs
2. Coordinates solid, hazardous and infectious waste disposal and control
3. Provides safety and sanitation training for custodial staff and others as needed
4. Coordinates carpet cleaning and replacement scheduling
5. Monitors air quality and advises Superintendent's office concerning restriction of activities; coordinates district air quality control rideshare program
6. Supervises maintenance and operations custodial/utility workers and school custodians when principals are not on duty
7. Assists with other department evaluations and discipline needs, as assigned
8. Inspects and advises schools on safety, health and cleaning problems

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule; supervisory salary schedule, class. 26

EVALUATION: Performance of this job will be evaluated in accordance with the District's "improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable