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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : SUPERVISOR OF OPERATIONS
Code : 840150 6HK
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Competitive

GENERAL STATEMENT OF DUTIES

Plans, directs, and evaluates the work of the custodial staff of a school district with a pupil population of 2,000 or more; performs related duties as required.

COMPLEXITY OF DUTIES

Under general direction, this position is responsible for coordinating the custodial activities of the schools in order to assure efficient and economic uses of personnel, equipment, and time and is more advisory than supervisory. Work is performed with wide latitude for independent judgment in the planning and initiation of work. Position exists only in a school district with a pupil population of 2,000 or more.

TYPICAL DUTIES

1. Plans, supervises, and evaluates, through Head Custodians, district-wide standards as to quality and scope of custodial services.
2. Assists in the interviewing and hiring of custodial personnel.
3. Develops and maintains a continuous program of inspection of all school buildings to provide health, safety, and comfort.
4. Prepares, in cooperation with Head Custodians, equipment stock lists, purchase requisitions, supply material lists, and budgetary information.
5. Maintains records and makes reports, both oral and written, as are required in the administration of the custodial program.
6. Handles grievances and custodial personnel problems within the district, as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Extensive knowledge of large scale cleaning practices, supplies, and equipment.
2. Knowledge of the principles and practices of coordinating custodial staff and materials.
3. Ability to plan and supervise the work of a large number of custodial employees.
4. Ability to apply critical attitude in the inspection and evaluation of work completed and in progress.
5. Ability to communicate, understand, and execute oral and written directions.

MINIMUM QUALIFICATIONS

Training and Experience

1. Graduation from high school
and
2. Four years of building maintenance experience, of which two years shall have been in a supervisory capacity over custodial and maintenance personnel.

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