

**San Jose Unified School District
San José, California**

Title: **Supervisor, Night Operations**

Reports To: Manager of Operations

Supervises: Night Custodial Staff and Pool Technicians

Job Goal: To plan, organize and direct daily activities of Night Custodial Staff and Pool Technicians.

Responsibilities:

1. Other related duties as assigned.
2. Provide field assistance on call day or night, holidays and weekends.
3. React to any emergencies that may occur during the course of work and call responsible parties to make needed repairs.
4. Respond to any emergency call; such as: Police, Fire, or Maintenance, etc.
5. Fill in for Manager of Operations, Operations Supervisor, and Grounds Supervisor as assigned.
6. Conduct inspections of custodial work and procedures to ensure that night staff(s) are adhering to District rules and regulations.
7. Conduct nightly inspections of District buildings.
8. Conduct nightly inspections of custodial equipment and materials used in the course of cleaning.
9. Conduct nightly checks to ensure that night staff is adhering to District rules and regulations.
10. Conduct on-the-job instructions and training of custodians regarding proper work methods and procedures.
11. Assist in establishing various time and work schedules.
12. Maintain records relating to assigned duties and responsibilities.
13. Oversee pest control methods throughout District.
14. Assist in establishing employee assignments.
15. Test and fill out reports on supplies and equipment utilized by Operations.
16. Conduct nightly inspections of swimming pool chemicals, maintenance, and safety equipment.
17. Plan and conduct Custodian I/Substitute Custodian training classes.
18. Train Personnel, Head Custodians, Custodians II and Swimming Pool Custodians.
19. Give job performance tests to Head Custodians and Custodian II's.
20. Participate in department meetings.
21. Participate in District meetings.
22. Attend job related classes conducted by District or outside sources.
23. Review and follow up on work orders.
24. Prepare written and oral reports.
25. Take disciplinary action for personnel as needed.

Job Qualifications:

1. Four (4) years successful experience in related field with increasing responsibility
2. High School Diploma, or equivalent
3. Ability to climb ladders and work in confined areas
4. Ability to obtain State Chemical Applications License
5. Ability to obtain Certified Pool Operator License (CPO)
6. Experience training personnel
7. Knowledge of methods, materials tools and equipment appropriate to the areas of responsibility
8. Knowledge of applicable laws and regulations
9. Ability to manage a budget
- 1.0 Ability to develop accurate cost estimates
11. Ability to utilize computer systems, data and computer applications in management of the areas of responsibility
12. Ability to communicate written and verbal instructions
13. Ability to interpret and prepare plans and instructions
14. Ability to meet and work with others tactfully and courteously, supervise the work of others, and to establish and maintain cooperative and effective working relationships
15. Ability to adjust to flexible working hours
16. Possession of a valid California Driver's License as well as any other licenses or certificates required for the areas of responsibility

Terms of Employment:

Salary Placement: Range 12A (\$72,101.14 - \$87,639.38)
Work Year: 226 days

Evaluation:

Performance evaluation will be in accordance with the provisions of the Administrator Evaluation Process.

Board date: 3/8/07