

ASSISTANT BUILDING SUPERVISOR

Definition

Assists with the planning, assignment of personnel, and oversight/supervision of cleaning and maintenance activities in Fairfax County Public School (FCPS)-owned buildings; participates in cleaning and maintenance tasks; and performs related duties as required or assigned.

Typical Tasks (illustrative only)

On an assigned shift, instructs custodial personnel and sets expected levels of performance in cleaning, maintaining building and grounds, and proper methods for using equipment, materials and supplies; establishes work schedules; motivates employees to operate as an effective working unit; schedules and approves leave; counsels employees and adjudicates informal complaints and grievances through discussion; reports employees' work hours and performance; initiates disciplinary action as needed; makes daily inspections to ensure that prescribed standards are maintained with respect to plant, equipment, property, and grounds; requisitions and distributes equipment, materials, and supplies; performs and/or ensures that preventive maintenance, adjustments, and minor repairs are performed; oversees and participates in maintaining outside of building by removing snow and ice, mowing lawns, maintaining shrubbery, picking up paper and debris, and removing and emptying containers of standing water; ensures that proper safety and security precautions are observed; assists school and community groups which utilize the building to provide appropriate custodial service; as required, transports and empties large trash and recycling receptacles into outdoor units; moves and transports furniture, equipment, boxed textbooks, and other supplies, manually or with mechanical assistance; and may be required to work a shift other than originally assigned on a regular or rotating basis (normally the assigned shift is a different shift than that of the building supervisor).

Supervision Received/Given

Receives direct supervision from a building supervisor or school-based administrator. May supervise lower-graded employees, as assigned. May provide guidance and assistance to full-, part-time, and/or hourly employees, as required.

Education/Experience/Skills

Any combination of education or experience equivalent to completion of the tenth grade, plus four years progressively more responsible experience in public building custodial work, one year of which shall have been at the custodian II level or equivalent. Can demonstrate knowledge of methods, materials, and practices used in custodial work and in the proper use and care of equipment; knowledge of the safe and efficient procedures for operating central heating plants and the ability to make minor adjustments and service repairs to the equipment; ability to train, assign, supervise, and inspect the work of subordinates; ability to maintain records and prepare routine reports; sufficient strength, agility, and dexterity to perform all required tasks; and ability to work out of doors in a variety of temperatures and climatic conditions. Must successfully complete the Custodial Certification Course prior to or within one year of appointment.

