

Facilities Services Training Supervisor

Position Details

Class Code: 8026

Job Family: Service-Operations Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 60 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under administrative direction, plans, designs, manages, coordinates, and conducts training program activities using a variety of training methods and instructional materials, equipment, and techniques to ensure quality control in the assigned training areas of Maintenance, Grounds, and Custodial. Prepares standard operating procedures (SOPs) and supervises Support Professional Trainers.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervises training activities of Support Professional Trainers for Maintenance, Grounds, and Custodial.
2. Provides training to and coordinates work schedules for Custodial, Operations, Grounds and Maintenance personnel.
3. Provides supervision, work assignments, and input for the evaluation and discipline of assigned staff.
4. Supervises planning and preparation of training seminars, conferences, and workshops for individuals, small and large groups.

5. Maintains instructional design standards for professional learning to align with industry standards.
 6. Designs, develops, and conducts training programs using written materials, multimedia presentations, virtual format, specialized equipment, technical procedures, hands-on demonstrations, and technical software.
 7. Researches, develops, and implements SOPs for Maintenance, Grounds and Custodial departments.
 8. Conducts job-related trainings for Clark County School District in the areas of Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) & First Aid Certification, Counterbalanced Forklift Qualification Card, Scissor Lift Certification, etc.
 9. Coordinates safety training for all staff to comply with Occupational Safety and Health Administration (OSHA) standards and policies.
 10. Develops and implements comprehensive job-related training procedures.
 11. Researches federal, state, and local regulations to develop required training and maintain records to ensure compliance.
 12. Complies and maintains computer database to track training program participation for statistical data reporting.
 13. Develops criteria to measure and maintain quality assurance; implements and oversees quality control procedures.
 14. Provides input for establishing cleaning standards on a districtwide basis.
 15. Conforms to safety standards, as prescribed.
 16. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves providing training, preparing, and maintaining SOPs for Maintenance, Grounds, and Custodial personnel.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of custodial methods, supplies, and equipment.
2. Knowledge of grounds methods, supplies, and equipment.
3. Knowledge of maintenance methods, supplies, and equipment.
4. Ability to supervise, train, and evaluate employees.
5. Ability to plan and organize work.
6. Ability to understand and interpret written and verbal instructions.

7. Ability to schedule work activities.
 8. Thorough knowledge of personal computer systems and productivity software applications.
 9. Ability to work with support, professional, and administrative personnel.
 10. Ability to motivate and instruct adult learners and knowledge of and experience in adult learning theory and instructional design.
 11. Ability to learn and master the operation and application of new technology and e-Learning systems.
 12. Ability to research, obtain, and create training materials.
 13. Ability to plan, prioritize coordinate, organize work, and deliver trainings to individuals, small and large groups, and in an online forum.
 14. Ability to design, develop, and implement training procedures, programs, methods, and techniques.
 15. Ability to maintain accurate records and write reports relating to training evaluations.
 16. Ability to provide leadership to Facilities Services Unit training staff.
 17. Ability to meet predetermined deadlines.
 18. Ability to communicate clearly both verbally and in writing.
 19. Ability to judge when to act independently and when to refer situations to an administrator.
 20. Ability to work flexible work schedules.
 21. Ability to operate District vehicles in a responsible manner (i.e., cars, vans, pickup trucks, etc.).
 22. Ability to work cooperatively with employees, students, and the public.
 23. Ability to recognize/report hazards and apply safe work methods.
 24. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.).
2. A combination of eight (8) years' custodial, maintenance, or landscaping and grounds experience; of which includes four (4) years' experience as an instructor; and which includes three (3) years' demonstrated experience proficiently working with computer systems and software applications (i.e., Microsoft Office to include Word, Excel, PowerPoint, Access, and/or Publisher); web-based applications; or,

- Associate Degree from an accredited college or university in Operations Management, Business Management, Business Administration or related field; and, a combination of six (6) years' custodial, maintenance, or landscaping and grounds experience; of which includes two (2) years' experience as an instructor; and which includes two (2) years' demonstrated experience proficiently working with computer systems and software applications (i.e., Microsoft Office to include Word, Excel, PowerPoint, Access, and/or Publisher); web-based applications; or, Bachelor's Degree from an accredited college or university in Operations Management, Business Management, Business Administration or related field; and, a combination of four (4) years' custodial, maintenance, or landscaping and grounds experience; of which includes one (1) year of experience as an instructor; and which includes one (1) year of demonstrated experience proficiently working with computer systems and software applications (i.e., Microsoft Office to include Word, Excel, PowerPoint, Access, and/or Publisher); web based applications.
3. Continuing Education – 12 hours during a four (4)-year period, of which one (1) of the 12 hours must be in laws (i.e., OSHA). Certification renewal required every four (4) years.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) month from the date printed) issued by the Department of Motor Vehicle at time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Must be maintained for the duration of the assignment.
4. Level I in Microsoft Excel. Verification must be obtained by receiving a minimum passing score of 75% on the Level I Excel Candidate Test Report administered by the District or satisfactory passing score from other testing agencies authorized by the District.
5. Current CPR/AED and First Aid certifications from the American Heart Association, American Red Cross, or other similar organization. Certifications must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED and First Aid certifications must be uploaded into the application.

6. Aerial Work Platform certification. Must be maintained for the duration of the assignment.
7. Forklift qualification card issued by the District. Qualification card must be maintained for the duration of the assignment.
8. Copy of current OSHA 10 certification.

Preferred Qualifications

Current OSHA 500 certification.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
 2. College transcripts from an accredited college or university, if applicable.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Current copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles.
 5. Copy of Level I Candidate Test Report for Microsoft Excel issued by the District or satisfactory passing score from other testing agencies authorized by the District.
 6. Copy of current First Aid certificate from the American Heart Association, American Red Cross, or other similar organization. A copy of the front and back of the First Aid certification must be uploaded into the application.
 7. Copy of current CPR/AED certificate from the American Heart Association, American Red Cross, or other similar organization. A copy of the front and back of the CPR/AED certification must be uploaded into the application.
 8. Copy of current Aerial Work Platform Certification.
 9. Copy of current forklift qualification card.
 10. Copy of OSHA 10 certification.
 11. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District schools (i.e., classrooms, restrooms, locker rooms, corridors, school theaters, cafeterias, etc.), administrative offices, construction sites, etc.

Work Environment

Strength

Medium – heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, truck-mounted carpet extractor, various cleaning equipment (i.e., vacuum, buffer, etc.), forklifts and aerial work platforms, hand trucks, computers, multimedia equipment, flip charts, overhead projectors, liquid-crystal display (LCD) panels, ELMO system, electronic white boards, television/videocassette recorder/digital versatile disc (TV/VCR/DVD), video conferencing equipment, microphones, wireless connectivity, telephones, fax machines, laser pointers, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/03/23
- Created: 11/19/21