

# Assistant Custodial Supervisor

## Position Details

Class Code: 8170

Job Family: Service/Operations Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 56 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, supervises and inspects custodial activities within an assigned area.

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## Essential Duties and Responsibilities

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

1. Supervises evening activities of custodial personnel at Clark County School District (CCSD) facilities.
2. Assists in training custodial personnel.
3. Completes written inspections of CCSD facilities.
4. Recommends work schedules and adjustments for custodial personnel.
5. Assists in investigating employee performance issues.
6. Monitors custodial supply inventory and purchases; may assist with custodial supply orders.
7. Moves, assembles, or disassembles furniture, equipment, or other items; assists other crafts in emergencies or as the need arises.
8. Performs essential tasks of custodians, when necessary.
9. Operates a CCSD vehicle between work sites.
10. Delivers equipment and supplies to CCSD facilities, when necessary.
11. On-call 24-hours for emergencies.
12. Conforms to safety standards, as prescribed.

13. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

None specified.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of custodial methods, supplies, and equipment.
  2. Ability to supervise and train employees.
  3. Ability to plan and organize work.
  4. Ability to understand and interpret written/verbal instructions.
  5. Ability to meet deadlines.
  6. Ability to perform physically demanding work.
  7. Ability to communicate clearly, verbally and in writing.
  8. Ability to operate CCSD vehicles (cars, vans, truck mounted carpet-cleaning equipment, etc.)
  9. Ability to recognize/report hazards and apply safe work methods.
  10. Ability to judge when to act independently and when to refer situations to a supervisor.
  11. 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 (General Education Development (GED), foreign equivalency, etc.)
2. Three (3) years of CCSD custodial experience including one (1) year as a Head Custodian II or III (or combination of experience in these positions); or, Two (2) years of experience as a trainer in CCSD Operations Department.

## **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) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Safe driving record; record must be maintained for the duration of the assignment.
4. Aerial Work Platform Certification. Certification must be maintained for the duration of assignment. If certification is not in possession at the time of application, it must be obtained within five (5) months of hire date.

## **Preferred Qualifications**

None specified.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (GED, foreign equivalency, etc.)
  2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  3. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
  4. Copy of Aerial Work Platform Certification, if in possession at time of application.
  5. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

CCSD schools (classrooms, restrooms, locker rooms, corridors, school theaters, cafeterias, etc.), administrative offices, construction sites, etc.

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## **Work Environment**

### **Strength**

Medium/heavy - exert force of 50-100lbs., 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 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**

Frequent electrical shock, 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).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

District-issued/personal vehicles, portable man-lifts, truck-mounted carpet extractor, various cleaning equipment (vacuum, buffer, etc.)

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## **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: 11/06/23
- Created: 12/01/87