

**Browning Public Schools**  
**JOB DESCRIPTION**  
Effective: June 10, 2016

**Custodial and Security Supervisor**

**Calendar – 260 Day Administrative Position**

**Summary of Functions**

Under the general supervision of the Superintendent or designee, ensures that buildings and grounds are cleaned and maintained by custodians and properly secured and monitored by security patrol officers to achieve a safe, clean and supplied state so students, staff and the public are comfortable in using them. Provides direction, control, and oversight of custodial and security staff. Monitors time to ensure that hours worked and time sheets are accurate. Approves leave requests and to obtain suitable substitutes.

**Essential Duties and Responsibilities**

1. Accidents – Reports accidents to supervisor and to other agencies, as appropriate. Determines that injured staff or persons obtain necessary medical attention and treatment. Provides assistance including First Aid/CPR. Investigates property damages and notifies insurance adjusters. Prepares and files accident reports.
2. Alarm Systems – Determines that fire and other alarm systems are properly monitored and in good working condition. Activates and deactivates security alarm systems as needed. Corrects any problems with security alarm systems and advises supervisor as to technical repairs needed. Maintains security codes, reviews security reports for violations or problems.
3. Coordination – Works with school principals and contractors to coordinate custodial operations in order to minimize disruption to ongoing school activities. Regularly coordinates custodial operations with schools, maintenance and other departments.
4. Emergencies – Responds to emergency calls for assistance relating to accidents on district premises and damages to district property and reports to work as needed. Performs emergency services including repairs, cleaning and removal.
5. Meetings – Attends and participates in departmental and other meetings as required.
6. Supervision – Monitors activities of custodial and security staff to determine that personnel report to work as scheduled, are on task, and work is being carried out as scheduled and in a quality manner. Creates plans of improvement as need and monitors these plans to ensure high quality staffing.
7. Planning – Creates schedules for custodial and security staff. Prepares and plans daily work schedule. Coordinates planning with appropriate personnel to ensure implementation of plans and to avoid mistakes and delays. Orders all supplies and equipment necessary to perform custodial function of the district.
8. Public Relations – Establishes and maintains good relationships with supervisor, co-workers, district personnel, students, parents, suppliers, contractors, and the public.
9. Reporting – Provides progress reports, verbal and written, regarding the status of uncompleted projects and other reports to the supervisor as required.
10. Safety – Determines that custodial and security staff observes and comply with safety rules, right to know legislation and regulations. Assesses risks of injury and takes appropriate steps to mitigate or eliminate such risks. Uses proper safety equipment and supplies, including protective clothing, as required by such rules and regulations.
11. Shift – Monitors shift schedules for custodial and security staff and consults with supervisor in making changes. Shift for this position may vary as needed to achieve departmental objectives and to provide oversight of staff.
12. Training – Attends training sessions and conducts professional development to as needed and ensures that their on-the-job training conforms to work standards and departmental requirements.

13. Work Areas – Ensures that workplaces and storage areas clean and well organized.
14. Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

### **Organizational Relationships**

Supervised by and reports to the Superintendent or designee. Supervises and directs custodial and security staff on a day-to-day basis.

### **Qualifications**

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- High school diploma or equivalent
- Three (3) years of experience/education in building maintenance/construction operations including one (1) year experience in custodial and/or security operations
- Experience and working ability with security alarm systems
- Valid Montana driver's license and good driving record
- Good communication and organization skills
- Ability to read, write and perform simple math
- Ability to work with others and without close supervision
- Ability to handle details accurately and to achieve good quality workmanship
- Willingness to work some non-traditional hours, late night and early morning, including weekends as necessary to carry out duties and departmental functions
- Willing to be on call at all times, night or day, weekends and holidays to respond to emergency situations
- Physical ability to stand for prolonged periods, walk long distances, stoop, bend and twist frequently, climb ladders, work at heights; reach above shoulder height, exert up to 60 pounds of force to lift, carry, push, pull or otherwise move objects, and work outdoors during all types of weather
- Good work habits

**Desirable Qualifications** – Knowledge or and familiarity with building, fire and safety codes and regulations. Previous experience with a school or educational institution. Familiarity with communication and local emergency services

**Work Environment** – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Browning Public Schools  
**Board Agenda Request**  
 Meeting to Be Held: 6/29/16



- Recognition:**     Students                       Staff                       Parents
- Information:**    Building Report             Old Business             Superintendent's Report
- Action:**         Resignation                       Hiring                       Contract Service Agreements
- Travel Out-of-State             Travel In State             Approvals
- Termination                       Legal Matters             Other:
- This action request pertains to  Elementary (only)     High School/District Wide

**Date:**        6/20/16

**To:**            **John Rouse**  
                     Superintendent

**From:**        Jason Andreas  
                     Title:        Assistant Superintendent

**Subject: Contract Modification - Malcolm Hagberg**

**Description:** John P. Rouse, Superintendent, is recommending a contract modification for Malcolm Hagberg, Facilities Assistant (classified) to Custodial and Security Supervisor (professional technical) effective July 1, 2016.

\$4,360.00 has been moved from the Maintenance Supervisor salary for next year to assist with compensating the Custodial and Security Supervisor for added responsibilities.

	<u>Was</u>	<u>Now</u>
Position:	Facilities Assistant	Custodial and Security Supervisor
Classification:	Classified	Professional Technical
Hourly rate:	\$21.37 or (\$44,450.00)	\$24.67 or (\$51,310)
Insurance:	per cba	copy of \$144 per month
FLSA:	Non Exempt	Exempt

**Financial Impact: \$6,860.00**

**Funding Source (Budget/grant, etc.): Associated Department and Budgets**

**Attachment(s):** Job Description

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Board Action:**     N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_