



Board Office Use: <b>Legislative File Info.</b>	
File ID Number	23-0192
Introduction Date	2/22/2023
Enactment Number	23-0293
Enactment Date	2/22/2023 os

### Board Cover Memorandum

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Tara Gard, Chief of Talent

**Meeting Date** February 22, 2023

**Subject** **Revision of Job Description – Custodial Field Supervisor - Talent/Human Resources**

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**Action Requested** Adoption by the Board of Education of Resolution No. 2223-0110 - Revision of Job Description – Custodial Field Supervisor – Talent/Human Resources.

**Discussion** A job description must be written for, or revised for, every new position classification. The job description outlines the tasks, duties, and responsibilities to be assigned to the job, highlights those duties and responsibilities that are essential, and identifies the placement of the position in the organization and union representation.

Details provided below related to salary range and fiscal impact are for informational purposes only. This resolution does not authorize the addition of a funded full-time equivalent (FTE) position to the Districts budget. Departments requesting to add the approved position classification to their budget will do so through a separate approval process brought forward to the Board.

The Talent Division recommends approval of the following new and revised job descriptions.

**Revision of Position**

**Position:** Custodial Field Supervisor  
**Department:** Facilities  
**Union / Salary Schedule:** ADCL 13  
**Salary Range:** \$82,251.37 – \$104,961.40  
**Work Days:** 261 days or duty days as assigned  
**Work hours per day:** 7.5 hours or duty hours as assigned

**Purpose:** The Custodial Field Supervisor job description duties have increased tremendously from 20 years ago.

**Fiscal Impact:**

**Recommendation** Adoption by the Board of Education of Resolution No. 2223-0110 – Creation/Revision of Job Descriptions - Named Positions - Talent/Human Resources.

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 2223-0110**

**Creation of Job Description – Custodial Field Supervisor - Talent/Human Resources**

**WHEREAS**, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

**WHEREAS**, it is the intent of the district to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

**WHEREAS**, the job description aligns with the district's priority of a Full-Service Community School District and to enhance service our students, schools and community, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby determines that the following positions are created or revised as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., February 23, 2023, as follows:

**Revision of Position**

**Position:** Custodial Field Supervisor

**Department:** Facilities

**Union / Salary Schedule:** ADCL 13

**Salary Range:** \$82,251.37 – \$104,961.40

**Work Days:** 261 days or duty days as assigned

**Work hours per day:** 7.5 hours or duty hours as assigned

**Purpose:** The Custodial Field Supervisor job description duties have increased tremendously from 20 years ago.

**Fiscal Impact:**

**BE IT FURTHER RESOLVED**, that the Board authorizes the creation of job descriptions as so stated above.

Passed by the following vote:

PREFERENTIAL AYE: None

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: None

PREFERENTIAL RECUSE: None

AYES: VanCedric Williams, Valerie Bachelor, Clifford Thompson, Benjamin "Sam" Davis , Vice President Clifford Thompson, President Mike Hutchinson

NOES: None

ABSTAINED: None

RECUSE: None

ABSENT: Student Director Gallegos Chavez, Student Director Linh Le

**CERTIFICATION**

We hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held on February 22, 2023.

**OAKLAND UNIFIED SCHOOL DISTRICT**

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Mike Hutchinson  
President, Board of Education



Kyla Johnson-Trammell  
Superintendent and Secretary, Board of Education

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# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Custodial Field Supervisor</b>	<b>REPORTS TO:</b>	<b>Director, Custodial Services</b>
<b>DEPARTMENT:</b>	<b>Custodial Services</b>	<b>CLASSIFICATION:</b>	<b>Classified Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days/7.5 hours or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Created: June 27, 2007 Revised: January 2023</b>	<b>SALARY GRADE:</b>	<b>ADCL 13</b>

**BASIC FUNCTION:** Under general direction, coordinate, supervise and evaluate assigned custodial staff; train and provide work direction to new employees, assist in the scheduling of custodial staff.

**REPRESENTATIVE DUTIES:** Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.

**ESSENTIAL FUNCTIONS:**

Visit, inspect, and assess (monthly and/or quarterly) District facilities including K-12, Child Development Centers, Special Education, Nutrition Services and Central sites; analyze, monitor and create reports regarding cleanliness, maintenance repair, custodial cleaning efficiency, safety practices, record keeping, operations methodologies ensuring facilities are in compliance with the City, County and State laws.

Consult with District staff regarding compliance with electrical, plumbing, carpentry, roofing, fire and security alarm systems, fire protocols, wheelchair lifts and fire stations.

Make recommendations to the Custodial Manager/Coordinator and Executive Director to resolve concerns in order to assure work assignments and maintenance standards are maintained at acceptable levels.

Collaborate and partner with Principals, Administrators, the school community, Building & Grounds, Facilities (Capital Bond Projects) and its relative project managers to address special cleaning concerns such as, but not limited to air purifiers and vents for ventilation systems, floods, illegal dumping, emergency cleaning, such as sewer back-ups and fire extinguisher clean ups, pest abatements.

Partner with Summer Learning to ensure deep cleaning is completed after summer programs conclude; including the development of schedules for team cleaning crews.

Visit, inspect, assess and ensure schools are maintained in a safe and secure manner; develop and implement an electronic security improvement action plan to also include weekends as needed, including property protection watches for sites that do not have functioning alarm systems.

Inspect, evaluate and complete monthly quality assurance inspection reports, quarterly facility inspection tool reports, Williams and Level 1 compliance reports; review weekly mandated electronic restroom and wheelchair lifts reports, etc.

Recommend selection and purchase of custodial equipment and supplies; assist with budget preparation and control including but not limited to inventory assessments; monitor and manage expenses within the assigned custodial budget for various school sites.

Arrange for substitute personnel as required which includes interviewing, recruiting and assigning substitute custodians to clean in the absence of permanent staff; research, train and monitor substitute orientations; conduct safety awareness, professional development and establish best practices aligned with CAL OSHA standards and trainings.

Prepare and develop effective training programs which include but not limited to conducting safety awareness hands-on training, research literature and establish best practices aligned with CAL OSHA standards.

Meet, collaborate and partner with vendors to evaluate new supplies and equipment while conducting periodic trainings with staff to ensure proper usage, techniques, tracking, monitoring and analyzing data and outcomes are in effect.

Assist in the development of maintenance schedules, including but not limited to water testing (flushing the water system), elevators, wheelchair lifts, fire extinguishers, air purifiers, flea traps etc.

Create the relative and appropriate schedules as required for community service activities such as civic center, OAL, OPRD, joint use agreements between OUSD and The City of Oakland.

Conduct required trainings to support the professional development for staff, complete annual and bi-annual evaluations, performance improvement plans, monitor employee attendance and progressive discipline which includes collaborating with Talent, Labor Relations and AFSCME.

Operate a variety of custodial equipment; drive a vehicle to various sites to pick up supplies and equipment and perform work.

Collaborate and partner with Building & Grounds to support minor routine maintenance (RRMA) duties.

Collaborate and partner with Risk Management and AFSCME to ensure modified duty task are implemented, monitored and fulfilled by injured employees.

Perform related duties as assigned.

**QUALIFICATIONS:**

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

**KNOWLEDGE OF:**

Principles, methods, materials and equipment used in custodial work

Principles of planning and coordinating workloads and custodial personnel

Principles of supervision and training

Principles of personnel evaluation; security systems and control

Analyze, examine custodial supply and equipment

Record keeping and report inventory process and technique

Correct English usage, grammar, spelling, punctuation and vocabulary

Laws, rules and regulation related to assigned activities

Operation of standard office equipment including a computer, printer, copier, scanner etc.

Cost analysis techniques

Computer software, hardware and related technology

**ABILITY TO:**

Assess and Review Capital Facilities Bond projects in collaboration with District Facilities, Project Managers and Building & Grounds staff to ensure deadlines are met

Readily develop and implement pandemic safety measures to support health and safety of students, staff and the community

Implement, train and support safety measures during pandemic climate including H1N1 and COVID

Read, understand and support project design review and building blueprints

Operate standard custodial equipment

Research and apply industry standard associated with matrix of cleaning square footage and cleaning time measures

Introduce and train employees on the use of electronic devices

Determine appropriate action within clearly defined guidelines

Observe health and safety regulations

Make generalizations, evaluations or decisions without immediate supervision

Work independently with little direction

Meet schedules and timelines

Manage all custodial time cards and attendance during summer session

Create or revise custodial work schedules to support regular and/or rapidly changing learning climate

Install pest abatement measures

Schedule work and personnel throughout various locations in the District

Effectively supervise and train subordinates

Evaluate and select custodial supplies and equipment

Establish and maintain effective working relationships

Communicate effectively both orally and in writing

Be sensitive and responsive to diverse cultural and ethnic groups

Prepare reports and make presentations

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals

Compute rate, ratio, and percent and to draw and interpret bar graphs

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists

Interpret a variety of instructions furnished in written, oral, diagram or schedule form

To establish and maintain effective working relationships with students, staff and the community

Perform duties with awareness of all district requirements and Board of Education policies

**PREREQUISITES:**

Bachelor degree with two (2) years of experience working in the custodial and/or maintenance field and two (2) years of supervising custodial or maintenance related operations

An Associate's degree with three (3) years of experience working in the custodial and/or maintenance field and three (3) years of supervising custodial or maintenance related operations

Seven (7) years of experience working in the custodial and/or maintenance field and three (3) years of experience supervising custodial and/or maintenance related operations

Must be able to work nights and weekends when necessary

Must be able to flex schedule and hours with less than 24 hours' notice

Valid California Driver's License, if applicable

**PRE-EMPLOYMENT PROCESS:**

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

**WORKING CONDITIONS**

**ENVIRONMENT:**

Working regularly indoors and occasionally working outdoors; occasional exposure to a variety of weather conditions; working near or with moving mechanical equipment; may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays while performing the duties of this job. Works with deadlines and severe time constraints; moderate noise level. Exposure to a variety of childhood and adult diseases and illnesses.

**PHYSICAL REQUIREMENTS:**

Standing, walking; using hands and fingers to handle, or feel objects, tools, or controls; and talking or hearing; frequently reaching with hands and arms; occasionally sitting; frequently squatting, stooping or kneeling, or reaching above the head and forward; occasionally using hand strength to grasp tools and climb ladders; occasionally bending or twisting at the neck and trunk.

Occasional lifting and/or moving up to 50 pounds such as custodial equipment, cleaning supplies, pails and unloading trucks; occasional lifting and/or moving up to 90 pounds of cleaning supplies and bulk furniture; sometimes pushing/pulling items such as tables, bleachers, and scrubbing machines; seeing with close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**NON-DISCRIMINATION POLICY:**

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.



**SECTION 1: JOB DESCRIPTION CHECKLIST for MANAGEMENT ROLE**

The Job Description (JD) Checklist ensures all pertinent steps have been completed at the District for every JD. Send this checklist or any questions to Martin E. Mitchell, [martin.mitchell@ousd.org](mailto:martin.mitchell@ousd.org) or 510.879.1178.

	Today's Date _____	
Classification Title _____	Draft _____	Final _____
Final Working Job Title (if different) _____	Time Type _____	
Hiring Department/Sponsor _____	Full-time _____	
Hiring Manager's Name _____	Part-time _____	
Hiring Manager's Title _____	Temporary _____	
	Student or Intern _____	
Bargaining Unit _____	Default Hours _____/wk	
<b>Final Salary Range</b> _____	<b>Amounts</b> _____ to _____	
<b>Final Date of Job Description</b> _____	Exempt _____	Non-Exempt _____
<b>Proposed Board Meeting Date</b> _____	FLSA Exemption _____	
<b>Board Agenda Deadline</b> _____	(Attach applicable Exemption Checklist)	
	Classification _____	
	If classification supervises others, indicate which type(s) of employees are supervised:	
	Certificated _____	Classified _____
	Does not supervise others _____	

**Steps Completed**

Item	Description	Check if Completed	Indicate Date Completed
1.	Draft JD received from Hiring Manager	_____	_____
2.	Justification for JD received from Hiring Manager – see Section 2	_____	_____
3.	Meet and Confer session Union feedback: Approved _____ Not approved _____	_____	_____ (Meet and Confer Date)
4.	Submitted final JD to Talent Business Manager	_____	_____
5.	Board of Education decision Approved Resolution ID _____ Not approved _____ No decision _____	_____	_____ (Board Meeting Date)
6.	Funding source _____ (Incl. Funding Source Name - Resource No. - Site No.)	_____	_____
7.	Escape Job Class _____	_____	_____
8.	Date that last step is completed: _____ Classification Staff Initials _____ New Revision Reclassification No change	_____	_____

**Other Comments:**

Last Updated 01.25.2022

