

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASSTITLE: OPERATIONS SUPERVISOR

BASIC FUNCTION:

Under direction of the Director-Facilities, Maintenance and Operations, plan, coordinate and supervise the day-to-day operations of the District's custodial and grounds departments; during times when students are not in session, or for special needs as determined by District administration, may be involved directly in the daily supervision of Day Custodians; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, coordinate and supervise the day-to-day operations of the District's custodial and grounds departments.

Train, supervise and evaluate the performance of assigned staff; interview and select staff as assigned.

Develop and prepare work schedules; prioritize and coordinate duties and assignments of operations crews.

Inspect work performed by custodial and grounds crews to ensure quality standards and compliance with established standards; assure efficient and effective workflow and facilitate operations; adjust work schedules as necessary.

Provide technical guidance and support to site administrators related to custodial schea

Maintain a variety of records

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Afternoon and evening hours, as necessary.

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PHYSICAL DEMANDS