

Job Title: **Custodial Services Manager**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Typical Work Year: **12 months**

Job Code: **071107**
 FLSA Status: **Ex - E**
 Pay Range: **L 09**

SUMMARY: Plan, supervise, evaluate and coordinate the operational and training activities of employees for district custodial operations. Develop and manage department budget, through the use of district information technology systems. Analyze and evaluate new products, technology, equipment, supplies and services for improvement/advancement in custodial functions. Provide technical guidance and direction for the district in all matters related to custodial operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Plan, organize, direct and manage programs, projects and activities related to district custodial operations to ensure a clean and safe environment for students and staff, through the use of district information technology systems. Develop and implement short- and long-term goals to effectively and efficiently manage district custodial building/site needs. Develop, implement and establish standardized cleaning procedures and training for district custodial personnel. Implement various custodial related programs, including routine, proactive, preventative and predictive. Monitor effectiveness of training, programs and projects.	D	35%
2. Supervise, evaluate and manage the performance of custodians, custodial training coordinator and other assigned staff. Provide human resources administration for custodial personnel such as hiring, mentoring, discipline and training. Coordinate workloads and scheduling operations with site administrators; resolve issues and conflicts. Maintain excellent communication and customer service with all district facilities. May be responsible for review, approval and verification of reported time in district time and labor system. May prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay.	D	25%
3. Collaborate with equipment services lead and head custodians to develop and execute a life cycle plan for custodial equipment.	W	10%
4. Provide technical expertise regarding district custodial operations and create, develop procedures to ensure compliance with federal, state, local regulations, including environmental, energy and safety standards.	W	10%
5. Develop, prepare and monitor annual department budget. Forecast and budget for short and long term departmental and capital expenditures. Monitor and authorize expenditures in accordance with district procedures.	W	10%
6. Represent the Custodial Department with district, school and community stakeholders. Attend meetings, training and other functions as required or requested.	M	5%
7. Perform other duties as assigned.	Ongoing	5%
8. TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Bachelor’s degree in facility maintenance management or related field preferred
- Minimum of three (3) years of experience in custodial maintenance management.
- Demonstrated experience in work scheduling and manpower deployment.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to frequently travel among school locations.
- Ability to successfully complete a pre-hire, post-offer physical examination.
- Man Lift Training and certified to train others required within 6 months of entering position.

- AHERA (asbestos) worker certification required within 3 months of entering position.
- Must take and successfully complete current district training for supervision of Classified Staff within 1 year of entering position

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Extensive knowledge of custodial activities, training, supplies and equipment.
- Ability to supervise and manage custodial staff.
- Organizational, analytical and prioritization skills.
- Ability to accomplish tasks timely and with minimal supervision.
- Strong communication and facilitation skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to maintain confidentiality related to personnel and other districts records and information.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of Google applications.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Maintenance and Operations Director	5082

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Custodial Trainer	1	1108
	Head Custodians, Elementary, Middle, High (shared with building administration).	40-45	060406, 060407, 1100

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Develop, monitor, coordinate and administer department budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feel			X	
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	