

DRAFT Classified Management Job Description

Title: Custodial Services Manager

Salary Schedule Range: 5 (Management Salary Schedule)

Purpose of Position: Plan, coordinate and manage a comprehensive custodial care program for District facilities.

Reporting: Reports to the Director, Facilities & Modernization

Employment Status: Full-time (FLSA Exempt)

Location: District Administration

Essential Functions:

Plan, coordinate and manage a comprehensive custodial care program for District facilities.

Provide technical supervision and planning to custodial staff assigned to District schools or departments.

Collaborate with school site administrators and District staff regarding the care, cleaning and ongoing maintenance of facilities; coordinate routine inspections, work assignments, and recommend actions for improvement of services with site administrators and other staff as needed.

Develop and deliver a variety of in-service meetings and programs for custodial staff to assure effective and safe work practices, cleanliness and appearance, pest and rodent control, as well as proper operation and maintenance of custodial equipment; develop and deliver initial and periodic training for custodial staff.

Develop and implement standard practices, equipment and standards.

Participate on a sustainability committee; research, recommend and test best practices.

Implement and ensure consistent use of custodial practices that promote sustainability efforts across the district

Manage a department budget and coordinate the requisition and purchase of custodial supplies and equipment.

Participate in the screening, hiring and performance evaluation of custodial personnel.

Research, test, and demonstrate new custodial supplies and equipment, and make recommendations regarding the purchase of supplies and new equipment; establish life cycles for equipment replacement.

Respond to or coordinate a response to emergency calls after hours.

Perform related duties as assigned.

Working Conditions & Physical Demands:

Primarily indoor work environment. Some exposure to weather conditions when travelling between District schools and facilities.

Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; sitting for extended periods of time; walking; dexterity of hands and fingers to operate equipment; intermittent bending, stooping or reaching overhead to lift, retrieve or store materials; occasional lifting of equipment or materials weighing up to 25 pounds; driving a vehicle to conduct business activities.

Knowledge, Skills and Abilities:

Knowledge of proper methods, techniques, materials, tools and equipment used in contemporary custodial and facility maintenance work.

Knowledge of methods for cleaning and maintaining floors, carpets, walls, restrooms and fixtures.

Knowledge of the principles and practices of administration, supervision, training and performance evaluation.

Knowledge of appropriate safety precautions and practices, including lifting techniques and body mechanics.

Knowledge of budget management, control, and monitoring as well as inventory methods and best practices.

Ability to establish and maintain cooperative working relationships with site administrators, District staff, vendors, and custodians.

Ability to plan, organize and manage the operations and activities of a large custodial services team.

Ability to communicate effectively, orally and in writing.

Ability to meet schedules and timelines.

Ability to train, supervise, and evaluate the work performance of assigned personnel.

Ability to maintain records, inventories, rosters of personnel, and to prepare written reports as needed.

Ability to operate a variety of contemporary office equipment, including a computer, tablet or mobile device

Education, Training and Experience:

Any combination equivalent to: graduation from high school and five years of increasingly responsible experience in custodial work, including at minimum three years in a lead of supervisory capacity.

Additional Requirements:

Valid California driver's license.

Bilingual fluency in Spanish.

