

JOB DESCRIPTION XL. C

TITLE: Manager of Custodial Operations; Buildings, Grounds, Maintenance Department

QUALIFICATIONS:

1. Must be a high school graduate.
2. Must have a minimum of three (3) years experience in developing and maintaining budgets.
3. Must have a minimum of three (3) years experience in Supervision & Management.
4. Must have strong labor relations skills.
5. Must have a minimum of five (5) years experience in school custodial work.
6. Must have experience in elementary and secondary school buildings.
7. Must have training and experience in the operation of heating and ventilating equipment.
8. Must have training and experience in the operation and care of swimming pools.
9. Must be flexible in order to work extended workdays and extended work weeks including shifting time schedules from days to evenings.
10. Must be able to establish and maintain effective working relationships with employees, and others.

REPORTS TO: Director of Buildings, Grounds and Maintenance

SUPERVISES: All Custodial Staff

JOB GOAL: Directs the overall operations of the custodial department system wide. Develops and implements programs, evaluates new products and staffing needs. Works closely with the Field Coordinator and Trainer to assure facility custodial needs are met. Must be able to plan, evaluate and monitor custodial operations and needs. Capable of operating joint programs such as Preventive Maintenance with Supervisor of Maintenance.

PERFORMANCES RESPONSIBILITIES:

1. Coordinates fire extinguisher annual maintenance, re-charge and replacement
2. Coordinates pest control services.
3. Coordinates boiler and elevator inspections.
4. Coordinates custodial equipment repair.
5. Position - Manager Of Custodial Operations
6. Approves custodial supply requisitions as submitted by schools.
7. Prepare specifications for products and services related to custodial operations.
8. Re-codes alarm systems in all schools.
9. Provides for annual custodial building inspections.
10. Schedules hearing for Step 2 grievances.
11. Interviews and screen new applicants for employment.
12. Provides for employee training, both initial and on-going.
13. Liaison to Local 1 Division 208 (SEIU).
14. Assists in Union negotiations.
15. Assigns custodial substitutes as needed.
16. Arranges for the scheduling of custodial vacations.
17. Arranges for the scheduling of inclement weather firing.
18. Provide for annual evaluation of head Custodians.
19. Arranges for emergency night, holiday, and weekend services as necessary.
20. Prepares of overtime payrolls (regular, special & inclement weather filling).

Page 2 Continued Job Description XL. C
Manager of Custodial Operations
Buildings, Grounds, Maintenance

21. Assists Principals & Head Custodians in the preparation, review and update of Individual work assignments.
22. Reviews custodial job bids, schedule interviews and make recommendations for assignments to the Human Resource Department.
23. Tests, recommend and provide specifications for custodial supplies and equipment to the Purchasing Department.
24. Works irregular hours when necessary to perform assigned duties.
25. Prepares comprehensive reports with recommendations on areas of responsibility.
26. Develops and implements new programs within areas of responsibility.
27. Attends Board Committee and Board meetings when necessary.
28. Coordinates activities with Supervisor of Maintenance, as required.
29. Will be expected to perform deskwork. (50%)
30. Will be expected to be standing. (50%)
31. Performs other duties as assigned by Director of Buildings, Grounds and Maintenance.

TERMS OF EMPLOYMENT: 48 Weeks - Range V

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of Board's policy on Evaluation of Administrative Personnel.

I HAVE REVIEWED AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND REQUIREMENTS OF MY JOB DESCRIPTION.

Employee Name (Printed)

Employee Signature

Date