

Job Title: **Area Manager – Custodial Services**



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 13

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to manage the daily operations in the assigned zone of his or her assigned zone in the District School Board's Custodial Department and perform other related work as required.

ESSENTIAL JOB FUNCTIONS

- Plans, coordinates, and inspects the work of a large staff of custodial employees performing a variety of diversified housekeeping duties to ensure compliance with cleaning and safety standards.
- Assists in the development and implementation of in-house training programs for custodial employees.
- Participates in testing new materials, equipment, solutions, and devices used in cleaning activities.
- Assists in assigning of custodial staffing to the different cost centers.
- Reviews the quantity and quality of custodial work by inspections and reports.
- Assists and recommend allocations for the department's annual budget.
- Responds appropriately to situations requiring immediate attention during and after normal working hours.
- Receives, unpacks, and facilitates delivery of equipment and materials to schools and District offices and manages supplies and equipment.
- Maintains availability on a twenty-four (24) hour call basis.
- Confers with supervisors, school administrators, and custodial personnel concerning custodial activities.
- Responds to inquiries or concerns in a timely manner.
- Keeps supervisor informed of potential problems or unusual events.
- Disseminates information and current research to appropriate personnel.
- Develops or assists in developing the department budget and monitors its implementation.
- Prepares or oversees the preparation of all required reports and maintain appropriate records.

- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Transports staff for drug testing as needed.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Graduation from high school or possession of a GED.
- Bachelor's Degree in Business Management or other related fields preferred.
- Seven (7) to ten (10) years of progressively responsible experience in custodial operations, of which two (2) years should have been in the supervision or administration of a custodial services program.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display thorough knowledge of building custodial maintenance materials/equipment and the occupational hazards and safety precautions necessary in the use of cleaning chemicals and the proper mixture of chemicals.
- Requires the ability to display considerable knowledge of the requirements of the custodial program and rules and policies of the District School Board, the Civil Service Board, the State Department of Education, Health and Rehabilitative Services, and OSHA related to custodial service is preferred.
- Requires the ability to display basic knowledge of budget preparation and monitoring, current supervisory practices, and general administration.
- Requires the ability to plan and develop sound work methods and procedures geared to current needs.
- Requires the ability to instruct and train employees in the operation of cleaning equipment.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to maintain an effective working relationship with School/District personnel and the general public.
- Requires the ability to exercise good judgment recognizing established precedents and practices.
- Requires the ability to organize work around broad organizational goals and processes.
- Requires the ability to follow basic guidelines for operational activities.
- Requires the ability to oversee and manage work involving multiple units.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to make recommendations that impact the budget, manage the budget within assigned department and determine allocation of budget among departments.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for word processing and/or accounting purposes
- Requires the ability to use or repair small/light equipment, such as power tools, and medium equipment and machinery, such as vehicles or commercial mowers.

- Requires the ability to supervise employees using or repairing heavy or complex machinery.
- Requires the ability to establish policies for using, acquiring, and/or maintaining heavy or complex machinery.

PHYSICAL DEMANDS

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: