



Job Title: Manager – Maintenance and 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: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as Required
Pay Grade: Professional – 5



JOB SUMMARY

The purpose of this position is to manage the daily operational tasks and processes of the District School Board's Maintenance and Custodial Services Department and to perform other related work as required.

ESSENTIAL JOB FUNCTIONS

- Plans, coordinates, and inspects the work of custodial employees performing a variety of diversified custodial duties to ensure compliance with cleaning and safety standards.
- Establishes those standards for the District and monitors them with an appropriate quality assurance tool.
- Assists in the development, implementation, and management of Quality Assurance/Quality Control procedures.
- Assists in the development, implementation, and management of process improvement.
- Develops and implements in-house training programs for maintenance and custodial employees.
- Participates in testing new materials, equipment, solutions, and devices used in cleaning activities.
- Assists in and supervises the planning and assigning of sub custodial staffing to the
- different school sites.
- Reviews the quantity and quality of maintenance and custodial work by inspections and reports.
- Oversees the investigation of environmental concerns such as indoor air quality complaints, lead remediation, bulb disposal, paint disposal, and/or any other disposal or remediation of an environmental nature through satisfactory resolution of the concern.
- Assists with Asbestos abatement and/or remediation on an as-needed basis.
- Assists in ensuring timely response to plant maintenance and custodial concerns of an urgent nature.
- Assists in supervising the planning and assigning of maintenance and custodial work.
- Recommends allocations for the department's annual budget.
- Responds appropriately to situations requiring immediate attention during and after normal working hours.
- Coordinates with the warehouse the delivery of equipment and materials to schools

and District offices.

- Performs site visits.
- Maintains availability on a twenty-four (24) hour call basis.
- Collaborates with supervisors, school administrators, and personnel concerning maintenance and custodial activities.
- Serves as a liaison among state and/or federal regulatory authorities (Department of Environmental Protection, Environmental Protection Agency, Health Department, etc.) as well as other public and private entities.
- Responds to inquiries or concerns in a timely manner.
- Keeps Departmental Administration informed of potential problems or unusual events.
- Disseminates information and current research to appropriate personnel.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Maintains expertise in assigned areas to fulfill program goals and objectives.
- Facilitates the development, implementation, and evaluation of staff development activities provided in assigned areas.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, best practices, and legal issues.
- Assists in developing the department budget and monitors its implementation.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Assists with interviewing, hiring, and supervising of maintenance and custodial personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Represents, consistently, the District in a positive and professional manner.
- Provides leadership for the assigned areas of responsibility.
- Sets high standards and expectations for self and others.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and takes appropriate action.
- Uses appropriate styles and methods to motivate, gain commitment, and facilitate accomplishment of tasks.
- Assists with facilitation of inventory control.
- Assists in implementing the District's goals and strategic commitments.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Possess and maintain a valid driver's license
- Bachelor's Degree in Business Management or other related fields preferred; substantial management experience may be substituted for degree requirement.
- Minimum of seven (7) years of progressively responsible experience in maintenance and custodial operations or closely related fields of which at least two (2) years must have been in a leadership capacity.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- 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 knowledge of building maintenance and custodial materials and/or equipment.

- Requires the ability to display knowledge of 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 maintenance and custodial programs and the rules and policies of the District School Board, the State Department of Education, Health and Rehabilitative Services, OSHA, and other requirements related to maintenance and custodial services is preferred.
- Requires the ability to display thorough knowledge of budget preparation and monitoring, current supervisory practices, and general administration.
- Requires the ability to demonstrate knowledge of supervision, training, and evaluation methods.
- Requires the ability to plan and develop sound work methods and procedures geared to current needs.
- Requires the ability to instruct and train employees.
- Requires the ability to effectively communicate, both orally and in writing, with District employees, site-based administrators and staff, and co-workers.
- Requires the ability to maintain an effective working relationship with all personnel and the general public.
- Requires the ability to exercise good judgment, recognizing established precedents and practices.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, and/or managerial skills.
- Requires the ability to prepare and/or approve purchase orders.
- Requires the ability to make recommendations that impact the budget and assist with the management of the budget for the assigned area(s).
- Requires the ability to display knowledge of building logistical floor plan and building operational systems.
- Requires the ability to evaluate and recommend remediation steps related to investigations of environmental issues such as indoor air quality concerns, handling of hazardous waste, etc.
- Requires the ability to display knowledge of development and implementation of Quality Assurance and/or Quality Control processes and procedures.
- Requires the ability to display knowledge of development and implementation of process improvement.
- Requires the ability to use complex software and/or management information systems.
- Requires the ability to display considerable knowledge of mathematics.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is regularly required to sit, stand, and walk, use hands to finger, handle, feel, or grasp, reach with hands and arms, climb or balance, and lift and/or move up to 50 pounds. The work also requires the following physical abilities in order to perform the essential job functions: climbing, crawling, crouching, 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 dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

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

Date of Revision: August 20, 2024, effective August 21, 2024

