



Job Title: **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: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 5

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 of 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 custodial duties to ensure compliance with cleaning and safety standards.
- Establishes those standards for the District and monitor them with an appropriate quality assurance tool.
- Develops and implements inhouse training programs for custodial employees.
- Participates in testing new materials, equipment, solutions, and devices used in cleaning activities.
- Assists in and supervises the planning and assigning of custodial staffing to the different school sites.
- Reviews the quantity and quality of custodial work by inspections and reports.
- Prepares and 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 custodial personnel concerning custodial activities.
- Serves as a liaison with maintenance and grounds leadership personnel.
- 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.
- 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, and legal issues.
- Develops or assists in developing the department budget and monitors its implementation.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Interviews, hires, and supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Represents, consistently, the District in a positive and professional manner.
- Provides leadership and direction 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 task accomplishment.
- Assists in implementing the District's goals and strategic commitments.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Business Management or other related fields preferred, experience may be substituted for degree.
- Minimum of seven (7) to ten (10) years of progressively responsible experience in school-based 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.
- 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 custodial program and rules and policies of the District School Board, the State Department of Education, Health and Rehabilitative Services, and OSHA related to custodial service is preferred.
- Requires the ability to display thorough knowledge of budget preparation and monitoring, current supervisory practices, and general administration.
- Requires the ability to display 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 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 perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to prepare and/or prove purchase orders.
- Requires the ability to make recommendations that impact the budget and manage the budget for the assigned division.

PHYSICAL DEMANDS

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 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 dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

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

Date of Revision: