
Position:	Manager of Custodial Services	FLSA:	Exempt
Department/Site:	Custodial Services	Salary Grade:	37
Reports to/Evaluated by:	Director, Plant Operations	Salary Schedule:	Classified Management

SUMMARY

Supervises, plans and coordinates the activities and operations of the Custodial Division within the Plant Operations Department. Coordinates assigned activities with other divisions, outside agencies and the general public. Provides highly responsible and complex staff assistance to the Director of Plant Operations.

NATURE AND SCOPE

Senior level management position responsible for the efficient and effective performance of approximately 170 + department employees providing a full range of custodial services at District facilities.. Responsible for applying an extensive seasoned knowledge of custodial administration and program management. Operates with considerable latitude for independent action and decision making. Activities are reviewed for adequacy of professional judgment, compliance with District and Department policies and achievement of results consistent with District goals and objectives. Has budgetary and administrative responsibility for the department.

ESSENTIAL TYPES OF DUTIES (Examples)

- Coordinates the organization, staffing, and operational activities of the Custodial Division including custodial and general maintenance functions of District school plants and facilities.
- Participates in the development and implementation of goals, objectives, policies, and priorities for Custodial Division. Identifies resource needs. Recommends and implements policies and procedures.
- Selects, trains, motivates and evaluates Custodial Division personnel. Provides or coordinates staff training. Works with employees to correct deficiencies. Implements discipline and termination procedures.
- Directs, coordinates and reviews the work plan for Custodial Division. Meets with staff to identify and resolve problems. Assigns work activities and projects. Monitors work flow. Reviews and evaluates work products, methods and procedures.
- Identifies opportunities for improving service delivery methods and procedures. Reviews with appropriate management staff. Implements improvements
- Develops and administers the Custodial Division program budget. Forecasts additional funds needed for staffing, equipment, materials, and supplies. Directs the monitoring of and approves expenditures. Recommends adjustments as necessary.

- Coordinates Custodial Division operations with those of other divisions and outside agencies and organizations. Provides staff assistance to the Director of Plant Operations. Prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings. Stays abreast of new trends and innovations in the fields of custodial and general maintenance.
- Visits school sites and consults with administrators and department staff regarding problems, supplies, and projected needs. Prepares requests for custodial and related school plant supplies. Evaluates and recommends new products. Interviews vendors regarding new products.
- Monitors and coordinates related contract services including pest control, rubbish disposal, fire extinguisher repair and replacement, and custodial uniform issue and replacement. Prepares and maintains a variety of records and reports concerning division operations, costs personnel, and supplies.
- Coordinates school site inspections done by the School site SART committee (clean campus), and end of year classroom inspections.
- Responsible for reviewing and recommending new custodial budget, staffing site, ordering and purchasing of equipment, custodial supplies and establishing contracted services at all new school sites and facilities.
- Coordinates and staffs all District's large moves of furnishings and equipment from building to building.

QUALIFICATIONS

Knowledge and Skills: Requires thorough competency, full seasoning and knowledge of custodial services and building and plant maintenance programs and management. Must have full awareness of regulations, policies, codes and laws applicable to the position. Requires a thorough understanding of District organization, operations, policies and objectives. Must have considerable knowledge of the techniques and details of budget preparation, report preparation and preparation of general correspondence.

Abilities: Requires the ability to plan, develop and maintain detailed administrative programs for the successful operation of the department. Must be able to manage the work activities of diverse field and office staff in a manner conducive to efficient performance, high morale and department effectiveness. Must be able to establish harmonious and effective work relationships with school administrators, outside agencies, staff and the public. Must be able to estimate materials and supplies. Must be able to instruct in the use of equipment, materials and machines used in the routine performance of custodial and maintenance duties. Normally works in an office setting or indoors, with minimal exposure to safety or health hazards.. Requires arm, hand, finger dexterity to operate keyboard and other office equipment. Requires good visual acuity.

Education and/or Experience: High School diploma or equivalent plus training in custodial, general maintenance and supervisor training in Custodial field required. Minimum of 5 years of experience with 3 at supervisory level required, Bachelor's Degree preferred.

Licenses or Certifications: Requires California Driver's License.