



Job Title: Assistant Director, Custodial Department

Exemption Status/Test: Exempt

Reports to: Director of Maintenance

Date Revised: June 2020

Dept. /School: Maintenance

Primary Purpose:

Direct and oversee the management of operations in the Custodial Department.

Qualifications:

Education/Certification:

Bachelor's degree in Business Administration or related field preferred

or

High School diploma/GED with 10 years management and supervisory experience in maintenance or custodial operations

TASBO certification preferred

Valid Texas Driver's License with good driving record

Experience:

Three (3) years' supervisory experience in maintenance/custodial operations

Five (5) years' experience in maintenance/custodial in a school district setting

Computer experience in processing documents and record maintenance

Special Knowledge/Skills:

Demonstrated knowledge of custodial operation requirements for a large, multi-site organization

Demonstrated knowledge of organizational structure, workflow, and operating procedures

Demonstrated knowledge of planning and scheduling techniques

Demonstrated ability to monitor and maintain quality control standards

Demonstrated effective public relations and communications skills, both orally and in written form

Computer proficiency in Microsoft Word, Excel and Outlook

Major Responsibilities and Duties:

1. Manages the custodial services including personnel management, training and procurement.
2. Performs planning and develops strategies to accomplish the Custodial Department mission.
3. Implements strategies that will achieve the overall success in accomplishing desired quality performance standards.
4. Develops and implements systems and processes to establish and maintain operations data.
5. Provides technical expertise in custodial areas specific to educational and health center facilities.
6. Integrates the Custodial Department goals with District operations.
7. Provides administrative consultation and technical assistance to the assigned divisions and to the District.
8. Review and revise procedures and assignments as required to meet the goals of the District.

9. Develop and review annual operating budgets; determine requirements for personnel, supplies, materials and equipment, monitor expenditures to ensure consistency with departmental objectives and compliance with established budgets.
10. Monitor and evaluate personnel to ensure project completion, technical accuracy and compliance with code requirements, and adherence to departmental and district policies and procedures, objectives, quality assurance programs and safety standards.

Supervisory Responsibilities:

Directly supervises assigned staff.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including computer and peripherals; may use small hand tools and power tools; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension and overhead reaching; frequent driving

Lifting: Regular moderate lifting and carrying (15 - 44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Work outside and inside on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.