Job Title: Assistant Director, Custodial Department  
Exemption Status/Test: Exempt  
Reports to: Director of Maintenance  
Date Revised: May 21, 2015  
Dept. /School: Maintenance

Primary Purpose:
Direct and oversee the management of operations in the Custodial Department.

Qualifications:

**Education/Certification:**
Bachelor’s Degree in a directly related field preferred  
Valid Texas Driver’s License with good driving record

**Experience:**
Ten (10) years of directly related experience, including five years of supervisory experience  
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.