



Job Title: Custodial Manager

Exemption Status/Test: Exempt

Reports to: Assistant Director of Custodial Services

Date Revised: April, 2016

Dept. /School: Maintenance

Primary Purpose:

Assist in the attainment of District goals through the provision of effective and efficient custodial services to the school. Evaluate routine cleaning procedures as set by Custodial Services to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

Qualifications:

Education/Certification:

High school diploma or GED
Some college preferred
Clear and valid Texas Driver's License

Experience:

Five (5) years supervisory experience

Special Knowledge/Skills:

Demonstrated ability to read and interpret documentation such as safety procedures, operating maintenance instructions, and procedure manuals
Demonstrated ability to operate cleaning equipment and lift heavy equipment
Ability to evaluate and critique employees and to handle any personnel issues
Should possess strong interpersonal and communication skills
Adaptability and resourcefulness are essential
Computer efficient in Microsoft Word, Excel, and Outlook

Major Responsibilities and Duties:

1. Will be responsible for the management of the daily administrative and operational business associated with the custodial department.
2. Responsible to develop plans to best utilize staff and supplies.
3. Joins the Assistant Director meeting principals and evaluating the cleaning program for each specific campus.
4. Develops summer cleaning program for all schools.
5. Assists with interviewing and hiring all staff.
6. Handles personnel issues and problems.

Safety

7. Maintain safety standards in accordance with federal, state, district, and insurance regulations and train technicians on proper and safe use of equipment and chemicals.

8. Ensure that established safety procedures are followed including lifting and climbing. Make sure that tools and equipment are operated and chemicals handled according to established safety procedures.
9. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
10. Follow established procedures for locking, checking, and safeguarding facilities.

Inventory and Equipment

11. Evaluate and recommend custodial supplies and equipment to be used.
12. Prepare, implement, and maintain preventive maintenance schedules for custodial equipment. Ensure that maintenance is completed and equipment is in safe operating condition. Recommend replacement of existing equipment when necessary.
13. Conduct regular inventory of physical equipment and supplies and maintain accurate records. Order tools, equipment, and supplies as needed.

Other

14. Assist in the preparation of department budget.
15. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
16. Compile, maintain, and file all reports, records, and other documents as required including maintaining accurate information for payroll reporting (time cards, tardiness, and absenteeism).

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of custodians.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard cleaning tools and equipment; standard yard maintenance equipment, 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: Repetitive hand motions; frequent keyboarding and use of mouse; frequent walking, climbing ladders and scaffolding; 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.