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| Job Title: | Custodial Manager | Wage/Hour Status: | Exempt |
| Reports To: | Director of Facilities | Pay Grade: | Admin Pay Grade 2A 226 days |
| Dept. /School: | Maintenance | Date Revised: | 10/18/2011 |

Primary Purpose:

Direct, coordinate, and monitor custodial services for all district facilities. Establish and maintain cleaning schedules and procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations.

Qualifications:

Education/Certification:

High school diploma or GED
College preferred or equivalent experience
Valid Texas drivers license
Insurable by the district's insurance carrier

Special Knowledge/Skills:

Knowledge of routine custodial practices, methods, and services
Knowledge of various types of custodial equipment, chemicals and products
Knowledge of school purchasing procedures
Ability to manage personnel
Effective planning, organizational, communication, and interpersonal skills

Experience:

Five years experience in building management, including three years of supervisory experience, preferable in custodial services

Major Responsibilities and Duties:

Custodial Management:

1. Administer schedules and procedures for the custodial care of all district facilities
2. Interview custodial applicants, recommend applicants for employment
3. Assign and supervises all custodial personnel
4. Manage the usage of custodial supplies, produces accurate reports of supply usage and recommends cost savings procedures
5. Manage all custodial equipment, including the purchase, replacement and repair of equipment
6. Manage and audit custodial equipment inventory
7. Establish, manage, and report regularly on custodial training program
8. Manage and assign custodial personnel to work special events

9. Manage, supervise and audit quality assurance program regarding building cleanliness
10. Correct unsafe working conditions
11. Ensure that department payroll is completed accurately and delivered to payroll department on time for processing
12. Assist in the preparation of department budget
13. Assist maintenance staff regarding after hours emergencies
14. Evaluate the performance of night supervisors, head custodians, lead custodians and custodians
15. Meet frequently with campus principals and administrators to monitor effectiveness of custodial personnel
16. Other duties as assigned

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent walking, standing, climbing, pushing, bending throughout the day, and heavy lifting and carrying. Work outside and inside on slippery or uneven walking surfaces, and ladders. Exposure to noise and electrical energy. Exposure to hot and cold temperatures, dust, chemicals and materials. Frequent district travel to each campus, climbing in and out of vehicle approximately 15 to 20 times or more per day. Occasional prolonged or irregular hours.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.