



Job Title:	Custodial Operations Manager	Wage/Hour Status:	Non-Exempt
Reports to:	Asst Director of Custodial Operations	Pay Grade:	Auxiliary 7
Dept. /School:	Maintenance	Date Revised:	3/20/2017

Primary Purpose:

Assist the Assistant Director of Custodial Operations in directing, coordinating, and monitoring all custodial services for all district facilities in order to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds. Monitor and review all practices for effectiveness and safety compliance.

Qualifications:

Education/Certification:

Bachelor's degree
Valid Texas driver's 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 used in cleaning and maintenance of buildings
Knowledge of regulations and guidelines for products, equipment, and labor
Mathematical and mechanical aptitude
Effective planning, organizational, communication, and interpersonal skills

Experience:

Supervisory position in custodial work
Custodial operations, equipment, and products

Major Responsibilities and Duties:

Operations Manager:

1. Maintain constant communication with the Assistant Director and zone supervisors about the level of expectations and methodology of cleaning procedures to ensure a consistency of performance throughout the district.
2. Create detailed procedure manuals for each cleaning procedure.
3. Create detailed procedure manuals for the use of all cleaning equipment
4. Create detailed procedure manuals for each cleaning chemical used.
5. Work with Training Manager to ensure that training matches operation procedures.

Custodial Management:

6. Supervises day and evening custodians.
7. Works with principals and coordinators to solve custodial problems.

8. Delivers supplies as needed to custodians during the school year and summer months.
9. Supervises summer custodial crews.
10. Assists the Assistant Director with continuous appraisal and improvement of the custodial staff, evaluates job performance, trains, motivates, and disciplines custodial staff.
11. Delivers and picks up custodial equipment for repairs.
12. Reviews regulations and instructs head custodians and custodians on the proper use of equipment and cleaning materials.
13. Works with principals to ensure quality services are provided.
14. Makes minor maintenance repairs as needed.
15. Demonstrates behavior that is professional, ethical, and responsible.
16. Attends required staff development as assigned by administration and/or asst director.
17. Maintains rules, regulations, and policies of the school district.
18. Performs other functions that may be assigned by administration and/or asst director.

Safety:

19. Follows instructions for proper and safe use of equipment and chemicals.
20. Operate tools and equipment according to established safety procedures.
21. Ensure that equipment is clean and in a safe operating condition.
22. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
23. Correct unsafe conditions in work area and report any conditions that are not correctable to administrator/manager immediately.
24. Other duties as assigned.

Supervisory Responsibilities:

Head custodians

Equipment Used:

Custodial equipment to include but not limited to burnisher, floor scrubber, wet -dry vacuum, industrial cleaning supplies, carpet extractor, ladder, carpet dryer, auto-scrubber and trash compactor. Light truck or van. Personal computer and related software. Two way radios.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent walking, standing, climbing, pushing, stooping, 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. Occasional lifting and carrying up to 50 pounds.

Exposure to hot and cold temperatures, dust, toxic chemicals and materials. Frequent district wide travel to each campus, climbing in and out of vehicle approximately 15 to 20 times 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.