

**Custodial Administrator**  
**New Hanover County Schools**

**Job Description**

**Class: Administrative**  
**Dept: Maintenance Operations**

**TITLE:** Custodial Administrator

**QUALIFICATIONS:**

1. Bachelor's degree in business administration, industrial management, industrial technology, or related field or an equivalent combination of education and experience.
2. Six years of increasingly responsible custodial services' experience; two to six years at the supervisory level.
3. Valid North Carolina driver's license.

**REPORTS TO:** Supplemental Services Supervisor

**JOB GOAL:** To coordinate the custodial services for all schools. To serve as safety coordinator for Maintenance Operations Department.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follows all rules and procedures as required by Maintenance Operations; ensures custodial staff follows departmental procedures.
2. Supervises custodial inspectors and custodial support staff and monitors performance of staff (including day-to-day personnel issues).
3. Develops and implements training activities for all custodial staff and maintains custodial standards handbook.
4. Establishes schedules and oversees custodial inspections of all schools; evaluates and develops reports of inspection results; ensure inspectors are trained to objectively inspect schools.
5. Ensures that the custodial staff has proper equipment/materials/vehicles; evaluates and monitors custodial equipment; assists with ordering appropriate equipment.
6. Coordinates and provides temporary/substitute custodial assistance.
7. Provides reports on custodial activities.
8. Schedules carpet cleaning for schools.
9. Enters completed work orders daily, meets deadlines in a timely manner.

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10. Ensures monitoring by inspectors for pests as part of Integrated Pest Management (IPM) program.
11. Prepares and tracks weekly and monthly expenses; requisitions cleaning supplies and materials.
12. Oversees all training and safety procedures for the Maintenance Operations Department personnel.
13. Investigates all IAQ (In-door Air Quality) issues.
14. Prepares cost analysis for custodial services of each school semi-annually.
15. Prepares and submits to Supplemental Services Supervisor weekly shop meetings, projects and summary reports, and an annual budget for Custodial Support Shop.
16. Reviews construction documents; monitors work of service contractors.
17. Willing to be on-call in case of emergency.
18. Performs related duties and responsibilities as requested by Director and Supervisor.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/At Will/FLSA Exempt

**Starting Salary and/or Grade:** SA I

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of administrative personnel.

**Knowledge, Skills and Abilities:**

- Demonstrates considerable functional knowledge of custodial work and associated supplies, materials, and equipment.
- Ability to organize, supervise, and provide instruction/education to custodians.
- Ability to develop plans and monitoring systems for custodial activities.
- Ability to develop and provide inspection programs for schools.
- Demonstrates considerable knowledge of inspection and evaluation systems for custodial work.
- Ability to develop long-range plans.
- Ability to utilize computer to maintain records, work reports, and inventory records.
- Ability to prepare written and verbal reports and to follow verbal and written instructions.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.