

Custodial Inspector/Training Coordinator
New Hanover County Schools

Job Description

Class: Classified

Dept: Maintenance Operations

TITLE: Custodial Inspector/Training Coordinator

- QUALIFICATIONS:**
1. High School degree or equivalent.
 2. Four to five years' experience in the custodial field and supervision.
 3. Valid North Carolina driver's license.

REPORTS TO: Custodial Administrator

JOB GOAL: To schedule, perform, and collect data from inspections/evaluations of the cleanliness of the schools and facilities of New Hanover County Schools. Coordinate training for new hire, existing and senior custodians, and supplemental training with direction from Custodial Administrator.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules and procedures as required by Maintenance Operations.
2. Objectively inspect each school/facility three times per school year and completes reports of findings.
3. Notify schools about inspections.
4. Enter collected data into computer.
5. Complete detailed reports of the school's deficiencies and submit the report to the Custodial Administrator.
6. Make recommendations to correct discrepancies.
7. Perform new hire and existing custodial trainings monthly.
8. Meet all schedules on a timely basis.
9. Perform daily on-the-spot inspections at various locations within NHCS.

10. Perform three to four on-site training sessions at schools with below standard grades.
11. Perform inventory of custodial equipment at facilities.
12. Assist the Custodial Administrator with training of senior custodian supervisory duties.
13. Assist with Maintenance Department Custodial Support Team inventory annually.
14. Willing to be on-call in case of emergency.
15. Support custodial staff at CBRC, when necessary.
16. Perform related duties and responsibilities as assigned by Director or Administrator.

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 Non-Exempt

Starting Salary and/or Grade: Grade 64

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrate considerable knowledge of custodial work.
- Ability to organize work responsibilities.
- Ability to objectively perform work responsibilities.
- Demonstrate functional knowledge of inspection and evaluation systems for custodial work.
- Ability to notice and document details.
- Ability to work independently.
- Ability to keep and maintain accurate records and inventory.
- Considerable computer skills.
- Ability to follow verbal and written instructions.
- Physical ability and dexterity to perform duties and responsibilities of the job.
- Ability to bend, stoop, climb, and lift a minimum of 25 pounds.