

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. Coordinate training for all custodians, including custodial managers, and all supplemental training under the direction of the Custodial Administrator.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules and procedures as required by Maintenance Operations.
2. Inspect schools and facilities three times per fiscal year and prepare findings report.
3. Notify schools about upcoming inspections.
4. Continually update training documents in accordance with school system guidelines and industry standards.
5. Complete detailed reports of school deficiencies and submit the report to the Custodial Administrator by deadline of 36 hours.
6. Perform new hire and existing custodian trainings monthly; evening training when required; on-site training at schools with below standard grades; and assist the Custodial Administrator with training of Custodial Managers.
7. Perform daily on-the-spot inspections at various district wide locations as directed by the Custodial Administrator.

10. Make recommendations to correct discrepancies.
11. Assist with custodial recruitment process as needed.
12. Assist with Maintenance Department Custodial Support Team inventory annually.
13. Support custodial and other maintenance operations staff when needed.
14. Willing to be on-call in case of emergency.
15. Perform other related duties and responsibilities as assigned by Director or Custodial 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 and equipment.
- 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 including Microsoft Office proficiency.
- 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.