

Custodial Inspector/Training Coordinator
New Hanover County Schools

Job Description

Class: **Classified**
Division: **Operations**
Dept: **Maintenance Operations**

TITLE: **Custodial Inspector/ Training Coordinator**

QUALIFICATIONS: 1. High School degree or equivalent.
 2. Four to five years' experience in custodial services, including
 supervisory or maintenance roles.
 3. Valid North Carolina driver's license.

REPORTS TO: Director of Maintenance Operations or Designated Supervisor

JOB GOAL: To enhance the cleanliness, safety, and functionality of school
 facilities by inspecting and evaluating custodial performance,
 providing training, and performing custodial equipment repairs.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools and Maintenance Operations, along with state and federal regulations pertaining to schools and division issues.
2. Conduct facility cleanliness inspections three times annually, documenting and reporting findings.
3. Schedule and conduct training for custodial staff and managers, including new hire and supplemental training.
4. Provide on-site training for facilities with cleanliness ratings below standard.
5. Diagnose, repair, and maintain custodial equipment such as vacuums, burnishers, and scrubbers.
6. Serve as temporary custodial or maintenance support as needed across district facilities.
7. Conduct daily inspections at multiple district locations as directed by the supervisor.
8. Maintain and update work order tracking and complete assigned daily work orders.
9. Notify schools of upcoming inspections and submit inspection reports within 36 hours.
10. Report any safety hazards or specific repair needs to the Director of Maintenance Operations or his designee.
11. Identify and recommend corrective actions for cleanliness or maintenance discrepancies.
12. Willing to be on-call in case of emergencies.

13. Perform other related duties as requested by the by the Director of Maintenance Operations.

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

Knowledge, Skills, and Abilities:

- Strong knowledge of custodial practices, including cleaning methods, inspection, and evaluation standards.
- Proficiency in diagnosing and repairing custodial equipment.
- Excellent organizational and communication skills.
- Ability to follow verbal and written instructions.
- Mechanical aptitude and capacity for moderate physical labor, including lifting up to 30 pounds.
- Familiarity with Microsoft Office and other relevant software.
- Ability to work independently, manage tasks effectively, and maintain detailed records.