

Custodial Administrator
New Hanover County Schools

Job Description

Class: Administrative
Division: Operations
Dept: Maintenance

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 and serve as safety coordinator for Maintenance Operations Department.

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. Supervise custodial inspectors and custodial support staff and monitor performance of staff including day-to-day personnel issues.
3. Develop and implement training activities for all custodial staff and maintain custodial standards handbook.
4. Establish schedules and oversee custodial inspections of all schools; evaluate and develop reports of inspection results; ensure inspectors are trained to objectively inspect schools.
5. Ensure the custodial staff has proper equipment, materials, and vehicles; evaluate and monitor custodial equipment; assist with ordering appropriate equipment.
6. Coordinate and provide temporary/substitute custodial assistance.
7. Provide reports on custodial activities.
8. Oversee carpet cleaning and dust mop service contracts.
9. Enter completed work orders daily, meet deadlines in a timely manner.

10. Oversee annual fire extinguisher servicing and kitchen hood annual inspections.
11. Ensure monitoring by inspectors for pests as part of Integrated Pest Management (IPM) program.
12. Prepare and track weekly and monthly expenses; requisition cleaning supplies and materials.
13. Oversee all training and safety procedures for the Maintenance Operations Department personnel.
14. Investigate all IAQ (In-door Air Quality) issues.
15. Prepare cost analysis for custodial services of each school semi-annually.
16. Prepare and submit to Supplemental Services Supervisor weekly shop meetings, projects and summary reports, and an annual budget for Custodial Support Shop.
17. Review construction documents; monitor work of service contractors.
18. Willing to be on-call in case of emergency.
19. Perform 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.