

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

DIRECTOR OF CUSTODIAL SERVICES

QUALIFICATIONS:

- (1) Bachelor Degree preferred or Associate Degree with multiple years custodial/maintenance experience at a supervisory level.
- (2) Experience in budget development/management and product analysis
- (3) Familiarity with state workplace statutes and Federal OSHA regulations appropriate to management and operations of custodial services.
- (4) Knowledge of technological applications as related to Custodial Services functions.
- (5) Alternative to the above qualifications as the Superintendent or designee may find appropriate and acceptable.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of principles and processes for providing customer and personal services. Responsible for planning, assigning and supervising the work of a large number of employees. Duties require independent judgment in planning work methods, scheduling work assignments and reviewing the work of subordinates. Ability to operate and maintain custodial supplies and equipment at District sites. Ability to deal tactfully with district stakeholders including vendors. Knowledge of cleaning and paint chemicals and how to use them. Ability to accurately and efficiently use the district-wide purchase order and bid system. Knowledge of computers and how to utilize such resources in a management environment and/or the ability to supervise the use of such systems to others. Effective written and verbal communication skills. Ability to problem-solve, critical think, and resolve conflict. May be required to gather information for collective bargaining purposes.

REPORTS TO:

Chief of Operational Services

JOB GOAL

To oversee the custodial care of District sites in order to maintain a condition of operating excellence so that full educational use of them may be made at all times.

SUPERVISES AND EVALUATES:

Custodial Department Staff

PERFORMANCE RESPONSIBILITIES:

- * (1) Develop, implement, and direct a district-wide custodial service program. Responsible for planning and coordinating all phases of the District's custodial activities.
- * (2) Establish and implement entry level and ongoing training programs for Custodial Services employees.

DIRECTOR OF CUSTODIAL SERVICES (Continued)

- * (3) Act as a consultant at worksites to address scheduling, cleaning problems, personnel issues, etc.
- * (4) Perform inspections of all district facilities on a rotating basis to ensure adequate performance of custodial personnel in cooperation with site principals and directors.
- * (5) Organize and maintain custodial work schedules tailored to each site's needs in cooperation with site principals and directors.
- * (6) Determines and purchases needed District-wide custodial supplies/equipment.
- * (7) Conducts inspections of District sites in a timely manner to ensure standards are met and/or ways to improve service.
- * (8) Ensure that custodial equipment is properly maintained and utilized.
- * (9) Identify and removal all chemical hazards from District sites.
- * (10) Conduct regular meetings with Head Custodians.
- * (11) Clearly communicate with all custodial personnel.
- * (12) Investigate work related complaints to determine corrective actions or changes to be made.
- * (13) Prepare written reports required for the efficient operation and employee performance evaluations.
- * (14) Monitor federal OSHA regulations and state statutes in order to maintain compliance with records and document management/retention laws.
- * (15) Use effective, positive interpersonal communication skills.
- * (16) Supervise employees responsible for the site-based products and materials.
- * (17) Direct the activities of employees engaged in receiving, storing, testing, and shipping products or materials.
- * (18) Plan, develop, or implement warehouse safety and security programs and activities.
- * (19) Responsible for the District's mail courier services.
- * (20) Respond to after-hour emergency security calls in the absence of available site personnel.
- * (21) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (23) Develop the Custodial Department budget.

TECHNOLOGY ACCESS:

Skyward Budget Entry and Requisition Administration

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Approved 04/04/2023

DIRECTOR OF CUSTODIAL SERVICES (Continued)
*Essential Performance Responsibilities

Job Description Supplement Code 9

Salary Lane: Non School-Based Admin AQZ