

CUSTODIAL COORDINATOR

Position Title: Custodial Services

Location: Facility Operations

Reports to: Maintenance Supervisor/Facilities Manager

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

The Custodial Coordinator works closely with the Facilities Manager in supporting the school district facilities by providing services to the custodians and building administrators. The Custodial Coordinator is an essential role in planning annual training and new employee training for both building custodians and substitutes. The Custodial Coordinator will work with head custodians on schedules, assisting with summer projects, scheduling equipment repairs, deliver supplies, provide expertise in cleaning procedures, and will lead the custodial teams in the summer.

Part II: Supervision and Controls over the Work:

Work is performed under the supervision of the Director of Facilities who assigns work and responsibilities and sets priorities. Employee is expected to independently perform assigned work only seeking the assistance of the supervisor in unusual or difficult situations. Employee plans and performs assigned work with minimum disruption of the education learning environment. The Custodial Coordinator operates within district and school policies and procedures, and by applying acceptable custodial standards, Labor and Industry standards, and OSHA standards.

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. Substitutes for day and evening custodians when substitute coverage is not available.
Cleaning Functions:
 - Sweeps, mops, vacuums, scrubs, and refinishes floors; cleans, dusts and polishes furniture; washes windows and walls; cleans restrooms; disposal of rubbish, change lights, etc.; makes certain all areas of the building are kept in a clean, sanitary and orderly condition according to industry and/or district standards.

- Picks up litter within the schools and on school grounds.
- Assures safety during inclement weather to including shoveling, de-icing, providing slip protection on wet floors, securing against wind damage, snow removal from roofs, etc.
- Applies cleaning chemicals according to established safety procedures.
- Adheres to safety measures for cleaning, lifting, moving, and operating equipment.
- Secures school building to insure proper building security at all times. Locks, secures and codes out building at end of shift.
- Responds to alarms and emergencies when needed.
- Performs minor facilities and equipment repair and maintenance as authorized by district maintenance staff.

2. Administrative Functions

- Evaluates, schedules, and complete work orders. Coordinate equipment repair work orders with vendors when required. Follows-through to assure that work is performed in a timely manner.
- Manages custodial supply inventory to assure timely availability of needed materials. Initiates and processes requisitions/purchase orders in accordance with supervisor and department direction and guidance and district policy. Receives and inventories materials, supplies, and equipment, and is primary contact with custodial vendors
- Supports energy management and green building programs, and makes procedural suggestions to conserve energy. Attends trainings and meetings as part of compliance with SEM (Strategic Energy Management) program, and works closely with head custodians on how to save each building money.
- Supports safety and compliance programs, make sure procedures fall within the requirements.
- Maintain custodial equipment list and make recommendations for replacement.
- Serves as District IPM (Integrated Pest Management) Coordinator, to include working with exterminator when pest thresholds reach maximum. Maintains annual training and IPM certification. Creates training materials and ensures annual training for all district staff is completed. Maintains records and communications for IPM Program.
- Monitors chemical usages and performs safety inspections as required, including sending monthly reports to Risk Management.
- Assists with managing the custodial budget and makes recommendations on expenditures.

3. Lead Functions

- Provides expert support to building custodians on an on-going basis, and coordinates recognition efforts at the annual summer training for all custodians.
- Participates in recruitment efforts and coordinates hiring process for all custodial substitutes: conducts screenings, schedules and conducts interviews, performs reference checks, and makes hiring recommendations.
- Participates with supervisor and/or building administrator in the interviewing, screening, and selection of new employees.

- Provides input for employee evaluations, shift reviews, routes, personal training, goal setting, and addressing performance concerns.
- Approves overtime for special custodial projects.
- Assists in accident investigations.
- Provides training and assistance to subs and school custodians in the requirements of their job as directed by both the building administrator and the Facilities Manager.
- Assigns work to summer custodial teams, inspects completed work, and provides training and guidance as necessary.

Performs other duties and responsibilities as assigned.

Part IV: Minimum Qualifications:

- Incumbents must demonstrate the ability to work in a culturally diverse environment, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
- Three or more years' experience in a custodial position and three or more years in a custodial leadership position. Strong knowledge of cleaning techniques, materials, and equipment.
- Ability to lead custodians in their work and persuade them to take action in the performance of their duties.
- Ability to communicate and maintain good working relations with all District employees, vendors, contractors, and public entities.
- Ability to utilize office technology to document assigned work, control inventories, initiate service orders, etc., to include Microsoft Excel, Word Documents, and electronic work order system.
- High School graduation or equivalent.
- Ability to work with frequent interruptions. Ability to meet tight time constraints and deadlines.
- Ability to work using ladders, scaffolding, mechanical lifts and district vehicles. Ability to spend most of the work day standing, lifting, and walking. Ability to safely push, pull, move, lift up to 50 pounds and move heavier materials using appropriate equipment.
- Experience with and knowledge of: intrusion alarms, automatic fire alarm/sprinkler systems, HVAC systems and controls.
- Must possess a valid driver license and a safe driving record and be able and willing to operate district owned vehicles.

- Ability to operate power equipment and maintain lift certification.
- Trained in CPR, First Aid certification willing to be trained on defibrillators.

Part V: Desired Qualifications:

- Bilingual and bicultural skills.
- Prior experience in providing lead or supervisory responsibility over other staff.
- Understanding of team work and what it means to be a leader and team member.
- Basic understanding of Integrated Pest Management requirements.
- Experience in facility and equipment maintenance.
- Strong planning and organizing skills.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, move about, hear and speak. Noise level may be high when operating power equipment. Employee may be required to work in restricted spaces to include crawling and/or climbing as working at heights. Required to stand, be on feet, and move around for a full work shift.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee is required update knowledge, properly use and train others in the use of safety equipment and processes to prevent injury to self or others.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.