

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

ASSISTANT BUILDING SERVICE MANAGER I

POSITION: Assistant Building Service Manager I

REPORTS TO: Department of Operations

LOCATION: Various Sites

NATURE OF WORK:

The Assistant Building Service Manager I (generally assigned to a small to mid-sized elementary school) is primarily responsible for directing a staff of Building Service personnel during the evening hours to provide a safe, clean, and healthy learning environment for students that meets the standards set forth by the Department of Operations. This position also ensures that consistent, proactive customer service is provided and custodial cleaning is performed safely by all employees. The Assistant Building Service Manager I provides support and assistance to the Building Service Manager I in the following areas: leadership, training, record keeping, accountability of crewmembers; management of custodial supplies; planning and supporting school activities; ensuring that the school is secured properly and is ready to receive students and faculty every day. This position is generally scheduled for the evening shift (2:00 PM – 10:30 PM) on days when school is in session, and the day shift (6:00 AM – 2:30 PM) on days when school is not in session. Specific scheduling circumstances exist at some school locations.

ESSENTIAL FUNCTIONS:

- Directs the work of building service crewmembers in accordance with the site team cleaning plan and instructions provided by the Building Service Manager I;
- Communicates with the Building Service Manager I on the supply, material, and equipment needs of the operations staff on the evening shift;
- Provides support of after-hour activities by school and community groups;
- Inspects school building to ensure that facility is secure at the end the evening shift;
- Reports maintenance or facility problems to the Building Service Manager I;
- Performs a full range of custodial tasks while directing the work of building service crewmembers on the evening shift; and
- Instructs building service crewmembers in proper and safe use of custodial supplies and equipment, utilizing personal protective equipment.

DUTIES AND RESPONSIBILITIES:

- Informs Building Service Manager I of all absentees during the evening shift;
- Supports and adjusts cleaning plan around special events and programs;
- Assists the Building Service Manager I in coordinating and assigning the daily duties of evening building service crewmembers;
- Conducts hands-on training with building service crewmembers;
- Secures school facilities and complies with all Safety & Security guidelines; effectively operates building alarm system;
- Is on call to respond to alarms situations after hours at all times;
- Assists in the preparation of work orders, supply inventories, and other tasks as assigned;
- Moves and sets up furniture to support all school functions;

- Possesses and effectively utilizes considerable knowledge of methods, materials, and practices used in operational support of school activities;
- Understands the proper use, care, maintenance, and storage of all custodial and cleaning equipment;
- Is able to follow and provide both written and verbal instructions; and
- Possesses and successfully utilizes good human relations and communications skills with all customers, community members, and school personnel.

QUALIFICATIONS:

- Three years of experience in the care and cleaning of school facilities with increasing levels of responsibility. Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to effectively perform in the position may be considered.
- Must have reliable transportation to get to/from work
- Must have flexibility of schedule to respond to building alarm calls at all hours
- Must be able to fulfill the following physical requirements:
 - Lift and carry up to 50 pounds on a frequent and repetitive basis
 - Stand/walk on tile and/or concrete flooring for extended periods
 - Carry & utilize backpack and hip mounted vacuum cleaners, weighing up to 20 pounds for extended periods of time
 - Climb ladders up to 15 feet high
- Ability to communicate both orally and in writing
- Ability to electronically communicate via email

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight hour employees – Range 4.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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- Communicates with the Building Service Manager on the supply, material, and equipment needs of the operations staff on the evening shift;
- Provides support of after-hour activities by school and community groups;
- Inspects school building to ensure that facility is secure at the end the evening shift;
- Reports maintenance or facility problems to the Building Service Manager;
- Performs a full range of custodial tasks while directing the work of building service crewmembers on the evening shift; and
- Instructs building service crewmembers in proper and safe use of custodial supplies and equipment, utilizing personal protective equipment.

DUTIES AND RESPONSIBILITIES:

- Informs Building Service Manager of all absentees during the evening shift;
- Supports and adjusts cleaning plan around special events and programs;
- Assists the Building Service Manager in coordinating and assigning the daily duties of evening building service crewmembers;
- Conducts hands-on training with building service crewmembers;
- Secures school facilities and complies with all Safety & Security guidelines; effectively operates building alarm system;
- Is on call to respond to alarms situations after hours at all times;
- Assists in the preparation of work orders, supply inventories, and other tasks as assigned;
- Moves and sets up furniture to support all school functions;

- Possesses and effectively utilizes considerable knowledge of methods, materials, and practices used in operational support of school activities;
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