

Job Title: **Manager, Custodial Services**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Typical Work Year: **12 months**

Job Code: **071107**
 FLSA Status: **Ex - E**
 Pay Range: **L11**

SUMMARY: Plan, supervise, evaluate, and coordinate the operational and training activities of employees for district custodial operations. Help develop and manage department budget. Analyze and evaluate new products, technology, equipment, supplies and services for improvement/advancement in custodial functions. Provide technical guidance and direction for the district in all matters related to custodial operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Plan, organize, direct and manage programs, projects and activities related to district custodial operations to ensure a clean and safe environment for students and staff. Develop and implement short and long-term goals to effectively and efficiently manage district custodial building/site needs. Develop, implement, and establish standardized cleaning procedures and training for district custodial personnel. Implement various custodial-related programs, including routine, proactive, preventative, and predictive. Monitor the effectiveness of training, programs, and projects.	D	35%
2. Supervise, evaluate, and manage the performance of custodians, custodial trainers and other assigned staff. Provide human resources administration for custodial personnel such as hiring, mentoring, discipline, and training. Coordinate workloads and scheduling operations with site administrators; resolve issues and conflicts. Maintain excellent communication and customer service with all district facilities. May be responsible for review, approval and verification of reported time in district time and labor system. May prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay.	D	25%
3. Collaborate with equipment services lead and head custodians to develop and execute a life cycle plan for custodial equipment.	W	10%
4. Provide technical expertise regarding district custodial operations and create, and develop procedures to ensure compliance with federal, state, and local regulations, including environmental, energy, and safety standards.	W	10%
5. Develop, prepare, and monitor the annual department budget. Forecast and budget for short and long-term departmental and capital expenditures. Monitor and authorize expenditures in accordance with district procedures.	W	10%
6. Represent the Custodial Department with district, school, and community stakeholders. Attend meetings, training, and other functions as required or requested.	M	5%
7. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Bachelor’s degree in facility maintenance management or related field preferred.
- Minimum of three (3) years of experience in custodial maintenance management.
- Demonstrated experience in work scheduling and manpower deployment.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Successful completion of a post-offer physical examination is required prior to commencement of job duties.
- AHERA (asbestos) worker certification required within three (3) months of entering the position.
- A copy of an individual Motor Vehicle Record must be submitted at time of application.
- Valid Colorado driver’s license

- Must take and successfully complete current district training for supervision of Classified Staff within one (1) year of entering the position

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to frequently travel among school/district locations.
- Extensive knowledge of custodial activities, training, supplies and equipment.
- Ability to supervise and manage custodial staff.
- Organizational, analytical and prioritization skills.
- Ability to accomplish tasks timely and with minimal supervision.
- Strong communication and facilitation skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to maintain confidentiality related to personnel and other districts records and information.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of Google applications.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within two (2) months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director, Maintenance and Operations	5082

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Custodial Trainer	2	1108
	Head Custodians, Elementary, Middle, High (shared with building administration).	50-55	060406, 060407, 1100

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Develop, monitor, coordinate and administer department budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms		X		
Climb or balance		X		

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	