

OZARK R-VI SCHOOL DISTRICT JOB
DESCRIPTION

TITLE: DIRECTOR OF CUSTODIAL SERVICES

QUALIFICATIONS:

1. High school diploma supplemented by formal training in mechanical or related trade plus three years minimum work-related experience or any equivalent combination of education and experience.
2. Knowledge of electrical equipment and principles and related light maintenance methods and techniques.
3. Knowledge of custodial process and material safety.
4. Ability to perform tasks with minimum supervision.
5. Ability to coordinate and direct others.

REPORTS TO: Assistant Superintendent of Operations

JOB GOAL: To supervise light maintenance and custodial tasks for the district, to supervise district custodial employees and to conduct preventive maintenance inspections so as to maintain the physical school facilities in a condition of operating excellence, cleanliness and safety.

PERFORMANCE RESPONSIBILITIES:

1. Schedule preventive maintenance inspections; determines what equipment is broken or operating inefficiently.
2. Provide a systematic cleaning program and monitor cleanliness of all district facilities.
3. Orders and processes custodial supplies and equipment for all buildings.
4. Advises Assistant Superintendent of Operations in determining when repairs can be done in-house and when outside professional assistance is required.
5. Supervises other custodial employees.
6. Maintains master schedule and staffing levels for all district events
7. Administers district and building budgets.
8. Serves with human resource authority and supervises other custodial employees.
9. Maintain a high level of security as entrusted with confidential information.
10. Create and develop specifications for custodial equipment, and responsible for requesting bids from vendors. Evaluates bids and proposals
11. Performs other tasks as assigned.

PHYSICAL DEMANDS: Must be able to climb ladders, lift up to 70 pounds; ability to work in confined spaces for lengthy periods of time; repeated turning/twisting motions with all joints and waist; repeated push/pull on fingers, hands, wrists, shoulders, elbows and back; ability to stand in one location for up to one hour while working on equipment; climbing up and down; reaching and working with hands over head; repeated movements to and from the floor; standing and walking up to 8 hours; sitting/typing for up to 2 hours daily.

TERMS OF EMPLOYMENT: 12 month per school board policy GBDBA, compensation as per salary schedule.

TYPE OF POSITION: Exempt

EVALUATION: Annually by Assistant Superintendent of Operations

APPROVED BY SCHOOL BOARD: May 12, 2020