

Job Description

Liberty Public School District

Assistant Manager of Custodial Services

Purpose Statement

The job of Assistant Manager of Custodial Services is done for the purpose/s of managing second shift custodial services, training custodial staff, and maintaining cleanliness standards throughout the district. This will be accomplished through training, and routine evaluations and inspections of custodial services.

This job reports to Manager of Custodial Services

Essential Functions

- Analyzes current commercial cleaning materials, processes, tools and equipment for the purpose of recommending implementation of new technology, products or best practices where efficiencies or cost of service can be improved.
- Assists with the evaluation of custodial staff for the purpose of staff development.
- Assists immediate supervisor in planning and directing snow and ice removal operations both during and after normal working hours for the purpose of ensuring access and safety.
- Enforces industrial safety program within assigned area of responsibility, to include AHERA, OSHA, and associated programs for the purpose of disposal of hazardous material.
- Oversees and supervises the workload of the department on second shift for the purpose of maximizing the efficiency of the work force and meeting operational requirements.
- Participates in an on-call rotation and responds to emergency repair situations during or after hours for the purpose of resolving immediate safety concerns.
- Participates in budget development regarding personnel, supplies, equipment, and contracts for the purpose of providing guidance and support.
- Performs regularly scheduled inspections of buildings to monitor cleaning tasks, frequencies, and standards for the purpose of providing written inspection records to the manager of custodial services.
- Performs regularly scheduled evaluations of cleaning methods and cleaning schedules for the purpose of insuring maximum efficiency and effectiveness.
- Provides custodial training for new hires, retraining existing employees, plans and conducts annual custodial in service training for the purpose of continual education.
- Responds to emergencies 24 hours a day for the purpose of determining and implementing appropriate actions required to resolve situation.

Other Functions

- Performs other related duties as assigned for the purpose of meeting the mission of the Facilities and Grounds Department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to routinely upgrade skills in order to meet

changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standards office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; and developing effective working relationships.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel processes; pertinent policies, regulations and/or laws; education code; and budget management and accounting.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Specific ability based competencies required to satisfactorily perform the functions of the job include: work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; dealing with frequent interruptions and changing priorities; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; supervising the use of funds for multiple departments. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to affect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 75% walking, 20% standing. The job is performed under some temperature extremes.

Experience: Job related experience with increasing levels of responsibility is desired.

Education (Minimum): Targeted, job related education with study in job-related area.

Education (Preferred):

Required Testing

None Specified

Certificates and Licenses

Class E Driver's License

Continuing Educ. / Training

Annual blood born pathogen safety training
Asbestos maintenance and operations training within
30 days of hire and annual two hour refresher.

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

4/21/2022

Salary Grade

See Administrator Salary
Schedule

Revised Date

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the

incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.