

Monroe-Gregg School District Role Description



Job Title: Custodial Director
Location: Maintenance Department
Job Group: Classified- Exempt (260 Days)
Reports to: Maintenance Director

The custodial director is a senior leadership position serving as a cabinet officer in the organization. The primary responsibility of this position is to direct all custodial functions for the district. The position is responsible for supervising all custodial staff to assure a clean, safe, and attractive learning environment for students and staff.

Essential Responsibilities:

- Supervises, leads, and plans the work of the district's custodial staff.
- Performs personnel management including interviewing, hiring, discipline, and record keeping.
- Provides leadership to all custodial staff to boost morale, productivity, and effectiveness.
- Coordinates a comprehensive safety training program for new hires and recurring training for existing staff.
- Serves as one of the district's senior custodial staff members on call and coordinates efforts during emergency situations and after-hours response.
- Assists the maintenance director with purchasing/contracting processes in accordance with local, state, and federal regulations.
- Collaborates with the maintenance director to schedule work, plan projects, and coordinator building needs.
- Applies for permits as required.
- Prepares and maintains records of custodial work performed as required.
- Maintains an organized inventory of parts and works with approved vendors to fulfill supply needs.
- Promotes safety standards and ensures they are met by custodial staff.
- Follows all safety procedures to ensure compliance with federal, state, county, and district policies/procedures.
- Promotes department goals, philosophy, and standards.
- Performs custodial duties such as:
 - Cleaning, sweeping, mopping, vacuuming, dusting, polishing, and trash removal for classrooms, offices, cafeterias, break rooms, bathrooms, hallways, entry ways, gymnasiums, weight rooms, and other areas.
 - Waxes and refinishes floors and shampoos carpets as needed.
 - Prepares rooms for special events and assists with rearranging furniture as needed.
 - Applies approved methods for disposing of hazardous waste.
 - Maintains custodial equipment and supplies to ensure availability in a safe operating condition.
 - Assists with preventative maintenance of site's custodial equipment as needed or requested.
 - Monitors and inspects the building facilities for cleanliness and safety.
- Notifies administrators/directors/superintendent of hazardous or harmful situations.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, and administrators.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Completes safety training and drills to stay knowledgeable of responsibilities in the event of an emergency.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Communicates regularly with the maintenance director regarding issues and concerns.
- Fulfills responsibilities of the maintenance director when position is not on site.
- Other duties as assigned by the maintenance director and/or superintendent.

Essential Qualifications:

- High school diploma or equivalent.
- Previous experience in a custodial field to include a management role.
- Ability to supervise, coach, evaluate, and re-direct staff members at various experience and skill levels.
- Understanding of OSHA safety requirements and ability to implement proper practices.
- Knowledge of applicable sections of code and other applicable local, state, and federal guidelines.
- Knowledge of materials, chemicals, methods, and equipment used in the cleaning of school buildings/grounds.
- Ability to be on-call after hours in response to emergency situations.
- Must pass a criminal background check and drug screen per district policy.

Physical Demands:

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 100 pounds.
- Physical work is a primary part (more than 70%) of the job.
- Work involves standing and walking for extended periods of time.
- Consistent requirements to hear, see, reach, stretch with arms, crouch, kneel, climb, bend at the waist, and stoop.
- Dexterity of hands and fingers to operate standard maintenance equipment is needed.
- Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.

Environmental Conditions:

The work environment involves exposure to materials, equipment and situations that requires following safety precautions and may include the use of protective equipment. Risk of exposure to communicable disease, blood borne pathogens, and other bodily fluids. Working with mechanical equipment poses potential risks and requires being aware of hands, limbs and clothing in relation to moving mechanical parts to prevent injury. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns, and skin absorption. Electrical shock is a risk involved in working with electronic equipment such as tools and lighting. Welding, steam or exhaust burns pose risks. The potential for risks and hazards can be significantly minimized with proper training, skills, and proper use of safety equipment and risk management procedures.

Terms of Employment and Evaluation:

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

Acknowledgement:

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

Employee Signature

Date

Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX, and non-discrimination in general.