

SCHOOL DISTRICT OF DESOTO COUNTY

COORDINATOR OF CUSTODIAL SERVICES

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Five (5) years successful custodial or facilities experience.
- (3) Valid Florida Commercial Driver's License (CDL), Class B, within ninety (90) days of employment.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) requirements related to assignment. Knowledge of custodial and maintenance procedures and equipment. Ability to work harmoniously with custodial staff. Ability to interact with other trades and assist them. Knowledge of safety codes and state laws concerning maintenance requirements. Ability to communicate effectively with faculty, students, parents, visitors, peers and subordinates. Ability to organize and establish priorities. Ability to maintain records and reports. Ability to read, speak and write the English language. Ability to work on a ladder. Knowledge of supervisory techniques. Ability to train new employees in proper custodial and maintenance procedures and equipment. Ability to perform repairs to equipment, building and grounds.

REPORTS TO:

Assistant Director of Facilities

JOB GOAL

To provide oversight of the care, maintenance, cleanliness and safety of the schools and physical facilities for the students and staff. To assist in maintaining the physical facilities and grounds of the district.

SUPERVISES:

Head custodians/custodial staff

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Oversee routine maintenance, custodial and grounds services for safety and appearance including operation and care of equipment.
- *(2) Assist in identifying needs relating to custodial, maintenance and safety issues.
- *(3) Assist with lifting or moving heavy objects.
- *(4) Supervise the distribution and use of custodial supplies.
- *(5) Assist in ensuring the custodial staff at each facility utilizes the most effective cleaning techniques.
- *(6) Assist in the preparation and revision of work schedules to ensure equity of workloads and complete building coverage.

COORDINATOR OF CUSTODIAL SERVICES (Continued)

- * (7) Comply with local laws and procedures for the storage of flammable materials and disposal of trash.
- * (8) Inspect facilities for cleanliness and proper maintenance.
- * (9) Assist with grounds maintenance as required.
- * (10) Work extra hours or on a flexible schedule if required.
- * (11) Assist in training employees.
- * (12) Perform a variety of maintenance tasks.
- * (13) Safely and effectively operate large vehicles, *e.g.*, trucks and tractors.
- * (14) Order parts and supplies as needed.
- * (15) Sign completed work orders.
- * (16) Provide input related to evaluations of custodial employees.
- * (17) Evaluate head custodians.

Employee Qualities/Responsibilities

- * (18) Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (19) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (20) Ensure adherence to good safety standards.
- * (21) Model and maintain high ethical standards.
- * (22) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (23) Maintain expertise in assigned area to fulfill position goals and objectives.

Inter/Intra-Agency Communication and Delivery

- * (24) Interface with other trades, staff and administrators.
- * (25) Exercise service orientation when working with others.
- * (26) Keep supervisor informed of potential problems or unusual events.
- * (27) Use effective, positive interpersonal communication skills.
- * (28) Respond to inquiries and concerns in a timely manner.

System Support

- * (29) Exhibit interpersonal skills to work as an effective team member.
- * (30) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (31) Demonstrate support for the school district and its goals and priorities.
- * (32) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (33) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (34) Work extra hours or a flexible schedule if needed.
- * (35) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

COORDINATOR OF CUSTODIAL SERVICES (Continued)

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

Compensation for this position is Pay Lane **E07**

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.