

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

ASSISTANT BUILDING SERVICE MANAGER I

POSITION: Assistant Building Service Manager I

REPORTS TO: Department of Operations

LOCATION: Various Sites

NATURE OF WORK:

The Assistant Building Service Manager I (generally assigned to a small to mid-sized elementary school) is primarily responsible for directing a staff of Building Service personnel during the evening hours to provide a safe, clean, and healthy learning environment for students that meets the standards set forth by the Department of Operations. This position ensures that consistent, proactive customer service is provided and custodial cleaning is performed safely by all employees. The Assistant Building Service Manager I provides support and assistance to the Building Service Manager I in the following areas: leadership, training, record keeping, accountability of crewmembers; management of custodial supplies; planning and supporting school activities; ensuring that the school is secured properly and is ready to receive students and faculty every day. This position is generally scheduled for the evening shift (2:00 PM – 10:30 PM) on days when school is in session and the day shift (6:00 AM – 2:30 PM) on days when school is not in session. Specific scheduling circumstances exist at some school locations.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents and the community in a timely manner
- Ability to report to work daily and on time
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possesses and effectively utilizes considerable knowledge of methods, materials, and practices used in operational support of school activities
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Understands the proper use, care, maintenance, and storage of all custodial and cleaning equipment
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Informs Building Service Manager I of all absentees during the evening shift
- Supports and adjusts cleaning plan around special events and programs
- Assists the Building Service Manager I in coordinating and assigning the daily duties of evening building service crewmembers

- Directs the work of building service crewmembers in accordance with the site team cleaning plan and instructions provided by the Building Service Manager I
- Communicates with the Building Service Manager I on the supply, material, and equipment needs of the operations staff on the evening shift
- Conducts hands-on training with building service crewmembers
- Secures school facilities and complies with all Safety & Security guidelines; effectively operates building alarm system
- Is on call to respond to alarm situations after hours at all times
- Assists in the preparation of work orders, supply inventories, and other tasks as assigned
- Moves and sets up furniture to support all school functions
- Provides support of after-hour activities by school and community groups
- Inspects school building to ensure that facility is secure at the end of the evening shift
- Reports maintenance or facility problems to the Building Service Manager I
- Performs a full range of custodial tasks while directing the work of building service crewmembers on the evening shift
- Instructs building service crewmembers in proper and safe use of custodial supplies and equipment, utilizing personal protective equipment
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School diploma or (GED)
- Three (3) years of experience in the care and cleaning of school or office facilities with increasing levels of responsibility
- Must have reliable transportation to get to/from work
- Must have flexibility of schedule to respond to building alarm calls at all hours; and
- Must be able to fulfill the following physical requirements:
 - Lift and carry up to 50 pounds on a frequent and repetitive basis
 - Stand/walk on tile and/or concrete flooring for extended periods
 - Carry & utilize backpack and hip-mounted vacuum cleaners, weighing up to 20 pounds for extended periods of time
 - Climb ladders up to 15 feet high

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight-hour employees – Range 5.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

ASSISTANT BUILDING SERVICE MANAGER II

POSITION: Assistant Building Service Manager II

REPORTS TO: Department of Operations

LOCATION: Various Sites

NATURE OF WORK:

The Assistant Building Service Manager II (generally assigned to a large elementary or middle school) is primarily responsible for directing a staff of Building Service personnel during the evening hours to provide a safe, clean, and healthy learning environment for students that meets the standards set forth by the Department of Operations. This position ensures that consistent, proactive customer service is provided and custodial cleaning is performed safely by all employees. The Assistant Building Service Manager II provides support and assistance to the Building Service Manager II in the following areas: leadership, training, record keeping, accountability of crewmembers; management of custodial supplies; planning and supporting school activities; ensuring that the school is secured properly and is ready to receive students and faculty every day. This position is generally scheduled for the evening shift (2:00 PM – 10:30 PM) on days when school is in session, and the day shift (6:00 AM – 2:30 PM) on days when school is not in session. Specific scheduling circumstances exist at some school locations.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possesses and effectively utilizes considerable knowledge of methods, materials, and practices used in operational support of school activities
- Understands the proper use, care, maintenance, and storage of all custodial and cleaning equipment
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Informs Building Service Manager II of all absentees during the evening shift
- Supports and adjusts cleaning plan around special events and programs
- Assists the Building Service Manager II in coordinating and assigning the daily duties of evening building service crewmembers
- Directs the work of building service crewmembers in accordance with the site team cleaning plan and instructions provided by the Building Service Manager II
- Communicates with the Building Service Manager II on the supply, material, and equipment needs of the operations staff on the evening shift;
- Conducts hands-on training with building service crewmembers

- Secures school facilities and complies with all Safety & Security guidelines; effectively operates building alarm system
- Is on call to respond to alarm situations after hours at all times
- Assists in the preparation of work orders, supply inventories, and other tasks as assigned
- Moves and sets up furniture to support all school functions
- Provides support of after-hour activities by school and community groups
- Inspects school building to ensure that facility is secure at the end of the evening shift
- Reports maintenance or facility problems to the Building Service Manager III
- Performs a full range of custodial tasks while directing the work of building service crewmembers on the evening shift
- Instructs building service crewmembers in proper and safe use of custodial supplies and equipment, utilizing personal protective equipment
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High school diploma or (GED)
- Three (3) years of experience in the care and cleaning of school or office facilities with increasing levels of responsibility
- Must have reliable transportation to get to/from work
- Must have flexibility of schedule to respond to building alarm calls at all hours; and
- Must be able to fulfill the following physical requirements:
 - Lift and carry up to 50 pounds on a frequent and repetitive basis
 - Stand/walk on tile and/or concrete flooring for extended periods
 - Carry & utilize backpack and hip-mounted vacuum cleaners, weighing up to 20 pounds for extended periods of time
 - Climb ladders up to 15 feet high

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight-hour employees – Range 8.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

ASSISTANT BUILDING SERVICE MANAGER III

POSITION: Assistant Building Service Manager III

REPORTS TO: Department of Operations

LOCATION: Various Sites

NATURE OF WORK:

The Assistant Building Service Manager III (generally assigned to a high school) is primarily responsible for directing a staff of Building Service personnel during the evening hours to provide a safe, clean, and healthy learning environment for students that meets the standards set forth by the Department of Operations. This position ensures that consistent, proactive customer service is provided and custodial cleaning is performed safely by all employees. The Assistant Building Service Manager III provides support and assistance to the Building Service Manager III in the following areas: leadership, training, record keeping, accountability of crewmembers; management of custodial supplies; planning and supporting school activities; ensuring that the school is secured properly and is ready to receive students and faculty every day. This position is generally scheduled for the evening shift (2:00 PM – 10:30 PM) on days when school is in session and the day shift (6:00 AM – 2:30 PM) on days when school is not in session. Specific scheduling circumstances exist at some school locations.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students and community members
- Ability to understand and maintain confidentiality
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents and the community in a timely manner
- Possesses excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possesses and effectively utilizes considerable knowledge of methods, materials, and practices used in operational support of school activities
- Understands the proper use, care, maintenance, and storage of all custodial and cleaning equipment
- Possesses knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Informs Building Service Manager III of all absentees during the evening shift
- Supports and adjusts cleaning plan around special events and programs
- Assists the Building Service Manager III in coordinating and assigning the daily duties of evening building service crewmembers
- Directs the work of building service crewmembers in accordance with the site team cleaning plan and instructions provided by the Building Service Manager III
- Communicates with the Building Service Manager III on the supply, material, and equipment needs of the operations staff on the evening shift

- Conducts hands-on training with building service crewmembers
- Secures school facilities and complies with all Safety & Security guidelines; effectively operates building alarm system
- Is on call to respond to alarm situations after hours at all times
- Assists in the preparation of work orders, supply inventories, and other tasks as assigned
- Moves and sets up furniture to support all school functions
- Provides support of after-hour activities by school and community groups
- Inspects school building to ensure that facility is secure at the end of the evening shift
- Reports maintenance or facility problems to the Building Service Manager III
- Performs a full range of custodial tasks while directing the work of building service crewmembers on the evening shift
- Instructs building service crewmembers in proper and safe use of custodial supplies and equipment, utilizing personal protective equipment
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High school diploma or GED
- Three (3) years of experience in the care and cleaning of school or office facilities with increasing levels of responsibility;
- Must have reliable transportation to get to/from work;
- Must have flexibility of schedule to respond to building alarm calls at all hours; and
- Must be able to fulfill the following physical requirements:
 - Lift and carry up to 50 pounds on a frequent and repetitive basis
 - Stand/walk on tile and/or concrete flooring for extended periods
 - Carry & utilize backpack and hip-mounted vacuum cleaners, weighing up to 20 pounds for extended periods of time
 - Climb ladders up to 15 feet high

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight-hour employees – Range 11.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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