

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

BUILDING SERVICE MANAGER I

POSITION: Building Service Manager I

REPORTS TO: Department of Operations

LOCATION: Various Sites

NATURE OF WORK:

The Building Service Manager I (generally assigned to a small to mid-sized elementary school) is primarily responsible for directing all custodial operations and a staff of Building Service personnel to provide a safe, clean, and healthy learning environment for students that meets the standards set forth by the Department of Operations. This position also ensures that consistent, proactive customer service is provided, and custodial cleaning is performed safely by all employees. The Building Service Manager I provides support and assistance 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; monitoring of all building plant systems and operations (HVAC, alarm, etc.). The Building Service Manager I position is generally scheduled for the day shift 6:00 AM – 2:30 PM, and the Building Service Manager I assigned to the Board of Education day shift is 10:00 AM - 6:30 PM, however, 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
- 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:

- Plans, organizes, assigns, and directs the work of building service crewmembers in accordance with the site team cleaning plan
- Communicates with the Assistant Building Service Manager I to plan the supply, material, and equipment needs of the operations staff
- Plans support of after-hour activities by school and community groups
- Communicates with the Department of Operations with regard to staffing, absenteeism, supply inventory, custodial equipment maintenance and repair, and other issues impacting school operational functioning

- Supports and adjusts cleaning plan around special events, programs, and absenteeism
- Conducts hands-on training with building service crewmembers
- Instructs building service crewmembers in proper and safe use of custodial supplies and equipment, utilizing personal protective equipment
- Maintains logs and reports plant systems and operational functions such as fuel usage, waste and recycling collection, pest control, grounds services, alarm systems, building usage, and kitchen inspection
- Utilizes online work order system to report maintenance or facility problems and/or repairs
- Responds to needs of students and faculty and performs a full range of custodial tasks in support of school activity each day
- 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
- Prepares work orders, supply inventories, and other tasks as assigned
- Moves and sets up furniture to support all school functions
- Monitors school building and grounds to ensure facilities are maintained in a safe and secure manner
- Coordinates with building contractors to facilitate efficient construction, repair, or service in school facilities
- Coordinates with the building's Food Service Manager to facilitate efficient delivery of food and food related products to the school
- Maintains the proper use, care, maintenance, and storage of all custodial and cleaning equipment
- Performs other related and non related job duties as assigned

QUALIFICATIONS:

Required:

- High school diploma or (GED)
- Five (5) years of experience in the care and cleaning of school or business 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
- 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 10.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024

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

BUILDING SERVICE MANAGER II

POSITION: Building Service Manager II

REPORTS TO: Department of Operations

LOCATION: Various Sites

NATURE OF WORK:

The Building Service Manager II (generally assigned to a large elementary or middle school) is primarily responsible for directing all custodial operations and a staff of Building Service personnel to provide a safe, clean, and healthy learning environment for students that meets the standards set forth by the Department of Operations. This position also ensures that consistent, proactive customer service is provided, and custodial cleaning is performed safely by all employees. The Building Service Manager II provides support and assistance 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; monitoring of all building plant systems and operations (HVAC, alarm, etc.). This position is generally scheduled for the day shift (6:00 AM – 2:30 PM), however, 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
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- 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
- Possess and effectively utilize 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:

- Plans, organizes, assigns, and directs the work of building service crewmembers in accordance with the site team cleaning plan
- Communicates with the Assistant Building Service Manager I to plan the supply, material, and equipment needs of the operations staff
- Plans support of after-hour activities by school and community groups
- Communicates with the Department of Operations with regard to staffing, absenteeism, supply inventory, custodial equipment maintenance and repair, and other issues impacting school operational functioning

- Supports and adjusts cleaning plan around special events, programs, and absenteeism
- Conducts hands-on training with building service crewmembers
- Instructs building service crewmembers in proper and safe use of custodial supplies and equipment, utilizing personal protective equipment
- Maintains logs and reports plant systems and operational functions such as fuel usage, waste and recycling collection, pest control, grounds services, alarm systems, building usage, and kitchen inspection
- Utilizes online work order system to report maintenance or facility problems and/or repairs;
- Responds to needs of students and faculty and performs a full range of custodial tasks in support of school activity each day
- 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
- Prepares work orders, supply inventories, and other tasks as assigned
- Moves and sets up furniture to support all school functions
- Monitors school building and grounds to ensure facilities are maintained in a safe and secure manner
- Coordinates with building contractors to facilitate efficient construction, repair, or service in school facilities
- Coordinates with the building's Food Service Manager to facilitate efficient delivery of food and food related products to the school
- Maintains the proper use, care, maintenance, and storage of all custodial and cleaning equipment
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required

- High school diploma or GED
- Five (5) years of experience in the care and cleaning of school or business 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
- 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 -13.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024

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

BUILDING SERVICE MANAGER III

POSITION: Building Service Manager III

REPORTS TO: Department of Operations

LOCATION: Various Sites

NATURE OF WORK:

The Building Service Manager III (generally assigned to a high school) is primarily responsible for directing all custodial operations and a staff of Building Service personnel 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 Building Service Manager III provides support and assistance 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; monitoring of all building plant systems and operations (HVAC, alarm, etc.). This position is generally scheduled for the day shift (6:00 AM – 2:30 PM), however, 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 work under pressure
- 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
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- 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

DUTIES AND RESPONSIBILITIES:

- Plans, organizes, assigns, and directs the work of building service crewmembers in accordance with the site team cleaning plan
- Communicates with the Assistant Building Service Manager III to plan the supply, material, and equipment needs of the operations staff
 - Plans support of after-hour activities by school and community groups
 - Communicates with the Department of Operations with regard to staffing, absenteeism, supply inventory, custodial equipment maintenance and repair, and other issues impacting school operational functioning
 - Supports and adjusts cleaning plan around special events, programs, and absenteeism

- Conducts hands-on training with building service crewmembers
- Instructs building service crewmembers in proper and safe use of custodial supplies and equipment, utilizing personal protective equipment
- Maintains logs and reports plant systems and operational functions such as fuel usage, waste and recycling collection, pest control, grounds services, alarm systems, building usage, and kitchen inspection
- Utilizes online work order system to report maintenance or facility problems and/or repairs;
- Responds to the needs of students and faculty and performs a full range of custodial tasks in support of school activity each day
- 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
- Prepares work orders, supply inventories, and other tasks as assigned
- Moves and sets up furniture to support all school functions
- Monitors school building and grounds to ensure facilities are maintained in a safe and secure manner
- Coordinates with building contractors to facilitate efficient construction, repair, or service in school facilities
- Coordinates with the building's Food Service Manager to facilitate efficient delivery of food and food related products to the school
- Maintains the proper use, care, maintenance, and storage of all custodial and cleaning equipment
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High school diploma or GED
- Five (5) years of experience in the care and cleaning of school or business 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
- 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 – Range16.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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