Custodial Services Coordinator

Department/Division:	Maintenance
Reports To:	Director of Maintenance & Operations
Provides Direction To:	Custodians & employees engaged in custodial activities
Classification Status:	Classified Management
Date Prepared:	February 2024
Dade Adopted by Board:	April 11, 2024

GENERAL PURPOSE

Under direction of the Director of M&O, to supervise the employees engaged in custodial activities within the M&O Department, ensuring cleanliness of school sites and departments throughout the District. To ensure compliance with the Healthy Schools Act in accordance with the Act's rules of notification. To maintain records of pesticide treatments at school sites, and to maintain appropriate records and documentation related to daily activities of the custodial staff, including payroll, project records, work orders, training records, inventories, incident reports, facility permits, etc.

REPRESENTATIVE DUTIES

- Supervises and evaluates the performance of all custodians in conjunction with the school site principal. E
- Inspects and checks work to determine if proper methods are being followed and standards maintained, ensuring that safe work practices are used. E
- Ensures the standardization of custodial services rendered throughout the District. E
- Selects and assigns personnel in coordination with the Site Principal. E
- Prepares and conducts in-service training of custodial staff for proper utilization of time, materials, equipment and methods of work. E
- Confers with site principals and administrators regarding problems involving cleanliness of school buildings and related facilities. E
- Coordinates support of special events and permit activities with sites and departmental leadership. E
- Participates and/or conducts custodial team meetings with lead workers to plan projects and solve problems. E
- Provides work direction through oral and written instructions to Lead Custodians, Custodians and others for completion of assignments. E

- Assists with, and participates in, the preparation and revision of work schedules, solving staffing problems by shifting schedules/personnel as required. E
- Supervises the maintenance and minor repairs of custodial equipment. E
- Evaluates and recommends the implementation of new custodial techniques, materials, and/or equipment. E
- Trains, assigns, coordinates and approves work hours for substitute custodial employees. E
- Assures compliance with established health and safety practices as required by regulatory agencies. E
- Assists with management of workers compensation cases. E
- Assists in the development of budget requirements for areas of responsibility. E
- Assists with security and vandalism prevention, contacting the appropriate authorities to follow up on incidents. E
- Confers with administrators regarding work procedures, priorities, and personnel matters. E
- Posts signs and ensures compliance with the Healthy Schools Act in accordance with the Act's rules of notification; maintains records of pesticide treatments at school sites. E
- Maintains appropriate records and documentation such as daily logs, payroll information, project records, work orders, training records, inventories, incident reports, facility permits, etc. E
- Assists in preparing reports to top management and the Board of Education involving breaches of security, vandalism, or other problems relating to security. E
- Assists with the District's safety program, ensuring all requirements are met for hazardous materials, chemical use handling and personal protective equipment. E
- Assures compliance with established health and safety practices as required by regulatory agencies.
- Oversees fire and security alarms for the entire district. E
- Uses Google Suites and Microsoft Word, Excel and PowerPoint to meet requirements of the job. E
- Must demonstrate attendance sufficient to complete the duties of the position. E
- Other related duties as assigned.

Note: "E" identifies essential duties required of the classification.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District organization, operations, policies and objectives.
- Methods, materials and equipment used in custodial and floor maintenance work.
- Requirements of maintaining buildings and facilities in good repair.
- Appropriate safety precautions and procedures.
- Defensive driving methods.
- Principles and practices of supervision and training.

- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.
- Proper methods of storing equipment, materials and supplies.
- Microsoft Word, Excel, PowerPoint and Google Suites.
- Health and safety regulations such as the Healthy Schools Act.

ABILITY TO:

- Plan, organize, coordinate and supervise the custodial and floor work activities for schools and related facilities of the District.
- Provide training for new custodians and inspect work performed, file reports with Director of M&O
- Use basic hand tools to perform minor repairs.
- Train, supervise and evaluate personnel.
- Prioritize and schedule work.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports, including documentation of crime incidents.
- Operate a computer.
- Establish and maintain cooperative and effective working relationships.
- Read, interpret, apply and explain rules, regulations, and policies.
- Meet schedules and timelines.
- Work independently with little direction.
- Observe legal and defensive driving practices.
- Demonstrate mental acuity sufficient to perform the essential functions of the position.
- Demonstrate empathy, friendliness, patience and responsibility.
- Be motivated to produce high quality work.
- Work within stressful situations.
- Must demonstrate the ability to accept and carry out responsibility for directions, control and planning.
- Reason in the abstract, process information, make appropriate decisions, and make accurate calculations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and three years of increasingly responsible paid custodial and/or floor care experience in the maintenance of a large institutional or multi-facility setting, including two years in a lead or supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid State of California class C driver's license. Must be, and remain, insurable under the District's vehicle driver's insurance policy at the standard rate.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS:

Standing and/or walking for extended periods of time; bending at the waist; pushing and/or pulling heavy items for distances exceeding 50 feet; lifting and moving furniture, inventory, and other items weighing up to 50 pounds; hearing and speaking to exchange information related to work; climbing ladders and stairs; reaching overhead, and above shoulders horizontally; sitting at computer terminal.

HAZARDS:

Exposure to dust, chemicals and fumes used in the custodial and floor care industries.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach above shoulder and below shoulder with hands and arms, climb or balance; stoop kneel, crouch, or crawl. The employee is required to regularly stand, walk, and talk or hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee must be able to use written and oral communication skills; read safety labels and follow instructions; determine how to schedule or prioritize work; use basic math; resolve communications conflicts; and interact effectively with District staff, faculty, management, vendors, parents, other parties, and the general public.

Work Environment

Indoor and outdoor work environment; subject to regular exposure to fumes, dust and odors; use of computer terminal; working day, evening, or late night shift hours depending upon needs of the District.

***Board Policy 4030**: The Board of Trustees desires to provide a positive and safe work environment where employees, interns, volunteers, and job applicants are free from harassment and are assured of equal access and opportunities in accordance with law. No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information,*

military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or his/her association with a person or group with one or more of these actual or perceived characteristics.