

## Custodial Coordinator

### Purpose Statement

The Custodial Coordinator supervises custodial services and activities, oversees assigned personnel, provides information to others, and schedules work assignments within established timeframes and standards.

### Supervisory Relationship

Reports to: Director of Facilities and Transportation

### Essential Functions

- **Coordination:** Collaborate with district personnel to implement and maintain custodial services and programs.
- **Meeting Facilitation:** Facilitate meetings to identify appropriate actions, develop recommendations, support staff, and represent the district.
- **Inspection:** Inspect custodial work to ensure site safety, maintain cleaning standards, and organize and schedule necessary maintenance.
- **Equipment Maintenance:** Maintain custodial equipment to ensure availability and safe operating condition.
- **Preventive Maintenance:** Manage a preventive maintenance program for district facilities and equipment to achieve organizational objectives efficiently and timely.
- **Financial Monitoring:** Monitor fund balances and related financial activities to ensure accurate allocations, revenue generation, budget compliance, and adherence to fiscal practices.
- **Security Monitoring:** Oversee district security and report incidents to document pertinent information and limit loss and liability.
- **Workload Management:** Oversee the department's workload to maximize workforce efficiency and meet operational requirements.
- **Professional Development:** Participate in meetings, workshops, and seminars to convey and gather information required for administrative responsibilities.
- **Documentation:** Prepare various materials (e.g., reports, memos, letters, procedures, manuals) to document activities, provide written reference, and convey information.
- **Procurement:** Procure maintenance equipment and materials, assisting in selecting supplies and equipment to be stocked in the district warehouse for custodial use.
- **Research:** Research topics to develop new programs/services, ensure compliance with requirements, secure information for planning, take appropriate actions, and respond to requests.
- **Emergency Response:** Respond to emergencies to determine and implement appropriate actions to resolve situations.
- **Department Supervision:** Supervise department functions, including hiring/termination recommendations, planning, scheduling, coordinating activities, training, advising, and consulting to ensure the department functions safely and efficiently.
- **Training:** Train custodians in proper cleaning and building maintenance techniques, injury prevention, and legal compliance.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

### Job Requirements: Minimum Qualifications

#### Skills

- Operating standard office equipment and using pertinent software applications.
- Planning and managing projects.

- Budgeting and financial management.
- Developing effective working relationships.

### **Knowledge**

- Algebra and geometry.
- Reading technical information and composing various documents.
- Personnel processes, pertinent policies, regulations, and laws.
- Education code and budget management and accounting.

### **Abilities**

- Schedule activities, meetings, and events.
- Gather, collate, and classify data.
- Work independently and with diverse individuals and groups.
- Analyze issues and create action plans.
- Communicate effectively with diverse groups.
- Meet deadlines, set priorities, and work as part of a team.
- Handle frequent interruptions and changing priorities.
- Work some evenings and weekends.
- Maintain confidentiality.

### **Responsibility**

Work under limited supervision using standardized practices and methods. Direct personnel within a department or large work unit. Track budget expenditures. Utilize resources from other work units. Continually impact the organization's services.

### **Work Environment**

Occasional lifting, carrying, pushing, and pulling. Some climbing, balancing, stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally, 10% sitting, 60% walking, and 30% standing. Performed under some temperature extremes and conditions with some exposure to risk of injury and illness.

### **Experience**

Job-related experience with increasing levels of responsibility required.

### **Education**

High school diploma or equivalent.

### **Required Testing**

Post Offer Physical Exam

Pre-Placement Physical Capacities Test.

### **Certificates and Licenses**

Valid Driver's License and evidence of insurability.

### **Clearances**

Criminal Justice Fingerprint/Background Clearance.

### **FLSA Status**

Exempt

### **Salary Grade**

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