Adams12 Five Star Schools

Job Description
Revised/Updated: **January 2025**

Job Title:	**Director, Custodial & Outside Services**	Job Code:	**5087**
Job Family:	**Non-Certified**	FLSA Status:	**Ex - E**
Pay Program:	**Administrative**	Pay Range**:**	**L18**
Typical Work Year:	**12 months**		

SUMMARY: Responsible for providing leadership and administration of services supporting the custodial and outside services of all district facilities. Provide guidance, direction and coordination between services of these areas. Work in conjunction with the Executive Director of Business Services and Chief Operating Officer to create and administer maintenance funds, capital reserve funds and department operating budgets.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for providing leadership, supervision, and strategic direction for the district's custodial operations, outside services, and grounds maintenance. This role ensures the effective implementation of custodial programs, standardized cleaning procedures, and training initiatives to maintain clean, safe, and healthy learning environments for students, staff, and visitors. Ensures alignment of custodial operations, outside services, and grounds with district goals and Board of Education (BOE) policies and guidelines. Oversees accurate and timely data collection for reporting on BOE policies, operational performance, and compliance with safety and environmental standards.	D	30%
2. Develop, prepare, and manage the annual custodial, outside services, and grounds budget. Forecast short- and long-term budgetary needs, including capital expenditures for custodial equipment, grounds tools, grounds maintenance, and related resources. Monitor supply and equipment usage for custodial operations, outside services, and grounds, ensuring proper maintenance, replacement, and inventory control to support operational needs. Monitor and approve expenditures in compliance with district policies to ensure financial accountability and efficient use of resources.	M	20%
3. Lead and direct the work of the custodial department including direct supervision of lead outside service staff Custodial Trainers and indirect supervision of all groundskeepers and head custodians. Responsible for evaluating, recommending, and implementing appropriate staffing levels for facility operations departments. Ensure direct reports provide timely, accurate, and constructive performance evaluations and feedback in accordance with district policies and guidelines. Support staff development through coaching, training, and performance improvement initiatives. May be responsible for review, approval and verification of reported time in district time and labor system. May prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay.	M	20%
4. Represent the Custodial and Grounds/Outside Services Department in meetings with district leadership, school administrators, and community stakeholders. Foster strong communication and customer service to address site-specific custodial, outside services, and grounds needs and resolve operational challenges. Provides leadership for collaborative work teams to address custodial or outside service, grounds related issues. Provide reports and updates to district leadership regarding custodial, outside services, and grounds performance, compliance, and initiatives.	M	15%
5. Provide technical expertise regarding district custodial operations and create, and develop procedures to ensure compliance with federal, state, and local regulations, including environmental, energy, and safety standards. Provide ongoing professional development and ensure staff are trained in proper cleaning techniques, grounds maintenance practices, safety protocols, and district procedures. Implement various custodial-related programs, including routine, proactive, preventative, and predictive. Monitor the effectiveness of training, programs, and projects.	M	10%
6. Perform other duties as assigned.	Ongoing	1%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Bachelor's degree in facility maintenance management or equivalent coursework required. Four (4) years of similar or relevant experience may be substituted for this requirement.
- Minimum of five (5) years of experience in operations management; preferably in custodial, outside services, or grounds maintenance.
- Demonstrated experience in work scheduling and workforce deployment.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Successful completion of a post-offer physical examination is required prior to commencement of job duties.
- AHERA (asbestos) worker certification required within three (3) months of entering the position. Certified water auditor preferred.
- College coursework in horticulture, arborist, landscaping and/or facilities management preferred.
- A copy of an individual Motor Vehicle Record must be submitted at time of application.
- Valid Colorado driver's license.
- Must take and successfully complete current district training for supervision of Classified Staff within one (1) year of entering the position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent written and verbal skills.
- Excellent leadership, coaching and mentoring skills.
- Ability to understand complex construction contracts and technical specifications.
- Ability to work with internal and external legal counsel.
- Ability to develop, evaluate, and manage budgets.
- Ability to understand and use financial information such as the Comprehensive Annual Financial Report (CAFR). ·
- Ability to promote and follow Board of Education policies, District policies, building and department procedures. ·
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber security with respect to student and staff data, and related information systems.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Executive Director, Business Services	3075

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Manager, Custodial Services	1	071107
	HS Head Custodians or Custodial Trainers or both		
	Outside Services Lead	1	5056
	Business Support Technician	1	050201

Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Develop, evaluate and manage multiple department budgets

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle and/or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute				X
Synthesize				X
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	