MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Custodial & Operations Coordinator
REPORTS TO:	Custodial & Operations Manager
DEPARTMENT:	Maintenance, Operations & Facilities
CLASSIFICATION:	Classified
SALARY:	DMA Range 6
BOARD APPROVED:	May 11, 2022

SUMMARY DEFINITION: Under direction and general supervision of the Custodial & Operations Manager or Director of Maintenance & Operations, plans, coordinates and manages comprehensive District wide Custodial Care program for all buildings owed or operated by the district; assist with in-service training programs, evaluates custodial products, equipment; trains and supervises the performance of assigned staff, collaborates with site administrators with building care, cleaning and personnel issues. Coordinates portions of district Facility Use requirement at assigned sites.

ESSENTIAL FUNCTIONS (to include, but not limited to)**:**

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect theprincipal job elements.)

- Manage custodial care program at assigned sites; assure compliance with applicable health and safety standards. **E**
- Provide technical supervision and evaluations of custodial personnel, for assigned sites. **E**
- Confer with site administrators regarding the care, cleaning, and maintenance of facilities at assigned sites; coordinate school inspections, work assignments, and reassignments; and recommend actions for improvement with site administrators and Custodial & Operations Manager, for assigned sites. **E**
- Participate in variety of informational and instructional meetings and instructional trainings for custodial staff to assure safe and proper work practices, cleanliness and appearance; conduct in-service programs for the proper operation and maintenance of custodial equipment; and develop and conduct staff orientations and trainings for new personnel, for assigned sites. **E**
- Conduct scheduled site inspections; inspect completed work by custodial staff for accuracy and compliance with instructions and established standards, for assigned sites. **E**
- Coordinate the requisitioning and purchase of custodial supplies and equipment, for assigned sites. **E**
- Participate in training & managing the district wide recycling & organic recycling program to meet local, state & federal requirements, for assigned sites. **E**
- Prepare and maintain a variety of records and reports related to assigned activities and personnel. **E**

- Demonstrate new custodial supplies and equipment.
- Provide a positive climate of interaction and communication between school staffs, families, and the community.
- Confer with the Custodial Operations Manager and Director regarding the grounds and cleaning of school properties, for assigned sites.
- Assists in Civics Center program. **E**
- Assists in the Williams Case Monitoring Program and monitoring requirements. **E**
- May assist in emergency response to ensure the District facilities are secure and operational, as needed.
- Perform related duties as assigned. **E**

DESIRABLE QUALIFICATIONS:

EDUCATION AND EXPERIENCE: A combination of education, training and experience equivalent to four (4) years of experience in custodial, facilities maintenance, and/or school district operations. Supervisory experience preferred.

KNOWLEDGE OF:

- Technical and maintenance experience preferably related to custodial and facility maintenance including method, materials, tools, terminology and equipment used while maintaining grounds, buildings and facilities in good repair
- Modern cleaning methods, in cleaning floors, carpets, furniture, wall, fixtures, etc
- Applicable building codes, ordinances, OSHA requirements, regulations and safety precautions
- Management principles and practices
- Oral and written communication skills

SKILL IN:

- Methods of data monitoring and recordkeeping
- Current office terminologies, practices, procedures and equipment
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Communicate, understand and follow both oral and written directions effectively.
- Operate modern technology equipment and programs
- Complete work with many interruptions

- Coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities
- Determine appropriate action within clearly defined guidelines
- Establish and maintain cooperative and effective working relationships with others
- Estimate material, labor, equipment and time requirements
- Inspect projects for accuracy, completeness and compliance with established specifications
- Interpret, apply, explain and assure compliance with rules, regulations, policies and procedures
- Make mathematical computations with speed and accuracy
- Meet schedules and time lines
- Monitor and assure adequate levels of equipment and supplies
- Operate a computer and assigned office equipment
- Organize and direct operations and activities involved in custodial and maintenance work
- Participate in the recruitment, screening and processing of new personnel
- Plan and organize work
- Plan, develop and implement safety and security programs
- Prepare and maintain accurate records and reports
- Train and evaluate the performance of assigned personnel
- Understand and follow oral and written instructions
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Work independently and confidentially with discretion and little direction.
- Learn new or updated computer software programs to apply to current work.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.
- Learn District organization, operations, policies, objectives and goals.
- Interpret, apply and explain laws, rules, regulations, policies and procedures

WORKING CONDITIONS:

ENVIRONMENT:
Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions. Emergency call-out responsibilities.

PHYSICAL DEMANDS:
Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; walk to conduct inspections; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; and lift light objects.

LICENSES AND CERTIFICATES:
Possession of a valid California Driver's License is required.

OTHER QUALIFICATIONS:
Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.