

JOB DESCRIPTION

TITLE: Coordinator, Custodial Services and Safety

CLASSIFICATION: Classified Management

REPORTS TO: Director, Maintenance, Operations and Transportation

DESCRIPTION:

Planning, organizing, and supervising the custodial staff; developing and maintaining an effective Injury and Illness Prevention Program; and acting as "responsible person" as required by SB 198.

PERFORMANCE RESPONSIBILITIES:

- * Planning and supervising the work of day and night custodians.
- * Overseeing the custodial substitute program, ensuring complete coverage of all shifts.
- * Developing, with the department director, parameters and policies regarding custodian workloads, cleaning methods, and usage of district buildings.
- * Developing annual cleaning schedules, supervising and evaluating staff job performance.
- * Developing and conducting inservice training for department staff.
- * Developing and supervising training for all new employees.
- * Maintaining safety records and school safety inspection forms.
- * Researching and submitting safety suggestions from employees.
- * Evaluating all custodial staff annually.
- * Inspecting facilities for safety and correct safety practices.
- * Researching and preparing reports on job-related injuries and developing programs to avoid/prevent similar accidents from happening in the future.
- * Coordinating hazardous materials review and communication.

QUALIFICATIONS:

Knowledge of:

Principles, methods, materials, and equipment used in custodial work; principles of planning and coordinating work loads needed to schedule work; knowledge of safety to support the administration of the Injury and Illness Prevention Program; management skills in training, organization, and budgeting.

Ability to:

Administrate the District's custodian service program; establish inservice training for all employees in the safety areas and the full line of custodial services; establish a procedure for the selection of new employees; develop measurable job standards with a measurement tool; develop injury and illness program; schedule work for all custodial personnel throughout the District; evaluate and select custodial supplies and equipment; establish and maintain cooperative relationships with those contacted in the course of work; and communicate both orally and in writing.

Training and Experience:

Four years in an increasingly responsible position in the cleaning industry, preferably with a school district. A high school diploma and 60 hours of continuing education in the safety, custodial, and management field.

TERMS OF EMPLOYMENT:

225 days, Management Salary Schedule

BOARD APPROVED 1/24/95

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