



Job Title: Assistant Manager – Building Services (West)

Supervisor: Coordinator – Building Services

Terms of Employment: 246 days

Job Summary:

The Assistant Manager – Building Services oversees custodial cleaning and onsite light maintenance repairs of an assigned group of schools and facilities within their region in the district. This position ensures standards of cleaning are met daily, performs custodial quality inspection checks, and ensures that all new employees are trained on proper custodial procedures. Required to perform “On-Call” duty and responds to emergencies as needed. Adhere to the HCS core values.

Essential Duties:

1. Coordinates and supervises Head Custodians and custodial staff in daily custodial and maintenance operations; evaluates performance and carries out necessary re-training and or disciplinary activities as necessary.
2. Performs Human Resources function such as interviewing, completing annual evaluations, employee counseling, and documentation.
3. Acts as a good steward of the Building Services budget.
4. Develops work duty list schedules for each facility and ensures work is completed in a timely and effective manner in accordance to the Building Services Manual cleaning standards.
5. Maintains extensive, detailed billing records for all custodial activities and uses the District Purchasing Card for approved purchases and within district guidelines.
6. Ensures through supervision and guidance that buildings and premises, including sidewalks, parking lots, driveways, and play areas are kept neat and clean at all times.
7. Ensures building repairs are being documented and reported per Facilities processes including immediately any damage to school property.
8. Ensures that local and federal laws and procedures for the storage and disposal of trash, rubbish and waste are complied with.
9. Plans training for staff in proper and safe ways to perform custodial services involving the use of chemicals that meets all OSHA requirements using the Building Services Operation Manual Cleaning Standards.
10. Trains staff in the operation and maintenance of equipment used in performing custodial services using the Building Services Operational Manual Policy and Forms. Provides documented training



updates with all custodial staff yearly and whenever new materials and resources are purchased for use in performing custodial services.

11. Reviews the time records of all custodial employees in assigned schools.
12. Strives constantly to promote the safety, health, and comfort of the students and employees.
13. Resolves disputes professionally that arise in area of assignment.

Other Duties:

Perform such other tasks and assume such other responsibilities as may from time to time be assigned.

Job Specifications:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. High school diploma or GED required; Bachelor's degree preferred.
2. Minimum seven years of experience in custodial services or facilities management; or an equivalent combination of education and experience.
3. Ability to obtain OSHA and Mold/Mildew Remediation certifications within one (1) year of employment.
4. Must possess and maintain a valid South Carolina driver's license.
5. Working knowledge of office management procedures.
6. Ability to work and communicate effectively with various professional positions within the district.
7. Ability to prepare and/or process purchase orders using computer software.
8. Ability to be accountable for inventory and property management.
9. Ability to use small office equipment, including copy machines or multi-line telephone systems; use computers for data entry; and use computers for word processing and/or accounting purpose.
10. Computer literacy and proficiency with Microsoft Excel, Word, and other software as needed.
11. Aptitude for safety and attention to detail.
12. Have the fortitude and moral fiber to do what is right, treat others fairly, watch out for the interests of the district, and accept one's responsibility.
13. Ability to assume work load and follow-up on tasks with minimal directions.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the



employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 75 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Ability to climb ladders
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 204

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.