



## JOB DESCRIPTION

### Custodial Manager



|                         |                                     |                                                                                            |                              |
|-------------------------|-------------------------------------|--------------------------------------------------------------------------------------------|------------------------------|
| <b>Reports to:</b>      | Director of Administrative Services | <b>Employment Group / Salary Range:</b>                                                    | Classified Management        |
| <b>Dept:</b>            | Administrative Services             | <b>FLSA:</b>                                                                               | Exempt                       |
| <b>Annual Work days</b> | 261                                 | <b>Formal Review Date:</b><br><b>Board Approval Date:</b><br><b>Revised Approval Date:</b> | 4/17/23<br>5/01/23<br>2/2/26 |

### PRIMARY FUNCTIONS

Under general direction of Superintendent's designee, the Custodial manager has the responsibility to plan, organize, direct, and supervise all phases of the custodial operations of the District; maintain records; evaluate the effectiveness of custodians ; coordinate work between site administration and the custodial department and perform related duties as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assess the needs for cleaning of District facilities, school equipment, school sites and related District buildings. Study work schedules and estimate time requirements and cost for completion of job assignments.
- Direct supervision and oversight of entire District custodial staff, and substitute workers.
- Assess custodial staff needs, material costs, work schedules, workload distribution and performance effectiveness. Establish and maintain quality work standards for the District custodial operations.
- Develop and conduct on-going custodial training, annual in-service, and custodial certification program.
- Work cooperatively with site administrators in co-evaluating custodians assigned to school sites.
- Assumes the lead in resolving performance problems, including any disciplinary actions necessary, with custodians or grounds workers assigned to school sites.
- Evaluate new custodial supplies, and equipment and make recommendations for purchasing action. Develop short-term and long-term plans for the improvement of District facilities.

- Establish priorities of major projects and assign work based on established priorities.
- Determine necessity to contract out needed services; if necessary, meets and coordinates with outside contractors on designated maintenance projects.
- Manage and coordinate the activities of supervisory staff.
- Assume responsibility for all custodial/maintenance operations emergencies outside of regular duty hours, in conjunction with other maintenance managers.
- Develop and monitor assigned budget including proper allocation of funds, materials, and staff to projects and/or sites. Coordinate and manage the intra-district transfer of equipment, furniture, and supplies.
- Prepare vacation and summer work schedules. Assigns and approves overtime. Participate in the selection, training, supervision, and evaluation of assigned staff members.
- Make frequent inspections of custodial and grounds work and equipment at all schools and District offices.
- Meet with school principals to discuss special problems regarding care and cleaning all school sites.
- Inspect school building facilities to ensure that health and safety standards are met. In addition, provides for the safety of workers and others at District sites including training staff to report safety hazards. Prepares and maintains inspection reports.
- Research and prepare department in-depth reports with a particular emphasis on evaluation of efficiency and effectiveness of custodial and grounds operations.
- Plan, schedule and conduct frequent orientation and training for supervisors, custodians, and grounds workers.
- Develop and maintain department procedure handbook for assigned areas of responsibility.

## **QUALIFICATIONS**

### **Education and Experience:**

Any combination of education, training, and experience equivalent to:

- Graduation from the twelfth (12) grade and/or experience equivalent to an AA degree
- Six (6) years of custodial experience and three (3) years of which must have been in a supervisory capacity.

**License or Certificate:**

- Possession of a valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program is required.
- Valid First Aid and CPR certificates must be obtained within sixty (60) days from date of hire.

**KNOWLEDGE, SKILLS, AND ABILITIES****Knowledge of:**

- Methods and procedures used in the cleaning and minor maintenance of school buildings.
- Cleaning materials, solutions, and tools
- Laws and regulations that apply to the application, storage and disposal of herbicides and insecticides used on school grounds.
- Storage and disposal of hazardous wastes, OSHA and EPA regulations
- District policies and union contracts
- Principles of supervision and evaluation of staff
- Safety rules and regulations applicable to school grounds and buildings

**Skills and Ability to:**

- Work with a minimum of supervision
- Analyze situations and plan corrective actions.
- Plan, organize and schedule work for several crews working at various locations and determine job priorities.
- Establish effective and efficient District work standards and levels of service for assigned staff.
- Establish and maintain effective working relationships with others, using tact, patience, and courtesy.
- Speak, read, and write in English fluently at a professional level.
- Communicate effectively orally and in writing including preparation of comprehensive reports.
- Operate a computer, including word processing, data management software and email, etc.
- Physically perform job tasks

- Work flexible hours to inspect custodial work completed during evening work shifts as needed.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class.

**Physical Demands:**

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; bend at the waist, kneel, crouch and stoop; use hands to finger, handle, feel or operate objects, tools or controls; reach overhead with hands and arms; climb ladders and work from heights; walk over uneven ground and/or stand for extended periods of time; sit for extended periods of time; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 50 pounds to waist height and push/pull up to 100 lbs as necessary. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; and work under intensive deadlines.

**WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class..

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee occasionally works outdoors exposed to weather conditions. Employees may encounter wet and/or slippery surfaces and may be exposed to cleaning agents and chemicals.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime. The employee may be required to work flexible hours, allowing for supervision of day and night custodians.

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

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***Employee Signature***

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***Date***

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***Name Printed***