Job Description **4.18**

MOORE PUBLIC SCHOOLS

Job Title: Assistant to the Director of Custodial Services/Custodial Night Supervisor

Education: Bachelor's degree in management, administration or related field equivalent work experience desired.

Training or Experience Required: Minimum of 3 years of experience in supervisory custodial staff in multiple sites; experience with planning, budgeting, purchasing, and personnel.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, and business): Knowledge of grammatical structure, vocabulary for preparing correspondence using clear, grammatically correct English. In addition to above, composes correspondence; trains and directs others and provides complex instructions; conducts interviews.

Data Recording/Record Keeping: Performs data recording/record keeping operations requiring logging, filing or posting single entry items either manually or by computer.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written printed materials such as schematics, blueprints/building plans, contracts, regulations, etc.

Business Machines (computers, copiers, etc.): Uses business machines that can be easily learned from simple manuals or simple verbal instructions.

Office Filing and Retrieving: Responsible for filing and retrieving from an existing filing system.

Site: **Maintenance/Custodial Building**

Reports To: **Director of Custodial Services**

Job Goal (purpose of positon): Performs supervision of evening custodial staff, orders custodial/housekeeping supplies for the sites, minor equipment repairs, quality inspection, evaluation of assigned employees and administrative duties under limited supervision to assist in maintaining the physical school facilities in a condition of operation excellence, cleanliness, and safety. Must be available at all times in case of emergency.

An incumbent in this position will interpret policies and procedures and follow predetermined solutions established by higher-level supervision or operation procedures.

Contact with Others: An incumbent in this position has regular public contact with members of own staff, district and limited public. Interpersonal interaction or communication is critical.

Other Performance Measures: Successful performance of the job requires good customer service/people skills to handle complaints, provide information and service. It requires ensuring that safety guidelines and policies are followed. It requires establishing clear direction concerning school dress standards, proper attendance or leave policies, and other work-habit concerns. Creativity, initiative, and effective problem solving are important to the success of the position.

Essential Job Functions:

1. Oversees overall supervision and direction of staff. Including recommendations for hiring, discipline, performance appraisal, staffing, managing attendance/leave usage, safety, and training.

2. Inspects work performed. Evaluates and provides for employees needs concerning equipment, supplies, etc.

3. Assist in preparing the budget. Overseeing/monitoring expenditures, preparing purchase orders/requisitions, researching material and vendors for jobs, purchasing equipment, supplies, etc.

4. Responsible for security and safety of all buildings, grounds, and sites, and for the safekeeping of all equipment, materials, and supplies used in the department. Inspect buildings for general function, safety, cleanliness, and adherence to departmental objectives.

5. Schedules work assignments, and special work orders.

6. Works closely with building principals to ensure that custodial and grounds staff are accountable and responsive to their needs.

7. Inspects work performed. Evaluates and provides for needs concerning equipment, supplies, etc.

8. Establishes and carries out a preventative and corrective maintenance program for facilities that serves both immediate and long-range needs.

9. Maintains periodic schedules of inspection to assure that equipment is functioning properly and buildings are being cleaned properly.

10. Maintains efficient fire safety equipment.

11. Responsible for reports pertaining to custodial operations, work assignments, authorized vacations, requisition for materials, supplies, equipment, and job and material specifications when needed.

12. Keeps informed of the latest trends, developments, and products in the areas of custodians, and safety procedures.

13. Assist Director of Custodial Services in performance of duties.

14. Performs other duties as required.

Supervision Exercised: An incumbent supervises a large staff with the majority of the time spent in supervisory or administrative functions such as planning, directing work, solving problems, advising subordinates, making decisions, and interpreting policy. Has responsibility to recommend the firing/dismissing, training and evaluating of employees.

Physical/Mental Requirements and Working Conditions: This is a mobile/administrative job with few physical requirements present except as covered in this description. However, incumbent is required to be both inside and outside during all types of weather. In addition, is required to be on call to report in case of emergency.

Terms of Employment: 260 days

Salary: To be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with Board Policy.

Approved: 08-08-16