

Custodial Coordinator

Purpose Statement

The Custodial Coordinator supervises custodial services and activities, oversees assigned personnel, provides information to others, and schedules work assignments within established timeframes and standards.

Supervisory Relationship

Reports to: Director of Facilities and Transportation

Essential Functions

- **Coordination:** Collaborate with district personnel to implement and maintain custodial services and programs.
- **Meeting Facilitation:** Facilitate meetings to identify appropriate actions, develop recommendations, support staff, and represent the district.
- **Inspection:** Inspect custodial work to ensure site safety, maintain cleaning standards, and organize and schedule necessary maintenance.
- **Equipment Maintenance:** Maintain custodial equipment to ensure availability and safe operating condition.
- **Preventive Maintenance:** Manage a preventive maintenance program for district facilities and equipment to achieve organizational objectives efficiently and timely.
- **Financial Monitoring:** Monitor fund balances and related financial activities to ensure accurate allocations, revenue generation, budget compliance, and adherence to fiscal practices.
- **Security Monitoring:** Oversee district security and report incidents to document pertinent information and limit loss and liability.
- **Workload Management:** Oversee the department's workload to maximize workforce efficiency and meet operational requirements.
- **Professional Development:** Participate in meetings, workshops, and seminars to convey and gather information required for administrative responsibilities.
- **Documentation:** Prepare various materials (e.g., reports, memos, letters, procedures, manuals) to document activities, provide written reference, and convey information.
- **Procurement:** Procure maintenance equipment and materials, assisting in selecting supplies and equipment to be stocked in the district warehouse for custodial use.
- **Research:** Research topics to develop new programs/services, ensure compliance with requirements, secure information for planning, take appropriate actions, and respond to requests.
- **Emergency Response:** Respond to emergencies to determine and implement appropriate actions to resolve situations.
- **Department Supervision:** Supervise department functions, including hiring/termination recommendations, planning, scheduling, coordinating activities, training, advising, and consulting to ensure the department functions safely and efficiently.
- **Training:** Train custodians in proper cleaning and building maintenance techniques, injury prevention, and legal compliance.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Operating standard office equipment and using pertinent software applications.
- Planning and managing projects.

- Budgeting and financial management.
- Developing effective working relationships.

Knowledge

- Algebra and geometry.
- Reading technical information and composing various documents.
- Personnel processes, pertinent policies, regulations, and laws.
- Education code and budget management and accounting.

Abilities

- Schedule activities, meetings, and events.
- Gather, collate, and classify data.
- Work independently and with diverse individuals and groups.
- Analyze issues and create action plans.
- Communicate effectively with diverse groups.
- Meet deadlines, set priorities, and work as part of a team.
- Handle frequent interruptions and changing priorities.
- Work some evenings and weekends.
- Maintain confidentiality.

Responsibility

Work under limited supervision using standardized practices and methods. Direct personnel within a department or large work unit. Track budget expenditures. Utilize resources from other work units. Continually impact the organization's services.

Work Environment

Occasional lifting, carrying, pushing, and pulling. Some climbing, balancing, stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally, 10% sitting, 60% walking, and 30% standing. Performed under some temperature extremes and conditions with some exposure to risk of injury and illness.

Experience

Job-related experience with increasing levels of responsibility required

Education

High school diploma or equivalent

Required Testing

Post Offer Physical Exam

Pre-Placement Physical Capacities Test

Certificates and Licenses

Valid Driver's License and evidence of insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Salary Grade

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The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.