Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Director Custodial and Delivery Services**	FLSA Status:	**Exempt**
Job Family:	**Administrative**	Pay Range:	**A/P Schedule, Grade J**
Prepared/Revised Date:	**January 21, 2026**	Job Code:	**10339**

SUMMARY: Responsible for planning, organizing, coordinating, scheduling, evaluating, and supervising the work of employees in the Custodial and Delivery Services Department. Oversee district custodial operations, special projects, flooring, utility-delivery services, and all personnel functions related. Prepare and administer departmental budgets, project specifications, procurement documents, and accounting activities for all areas of responsibility. Ensure compliance with cleanliness, safety, and health department standards in all district buildings. Hire, train and evaluate staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Plan, organize, direct and manage programs, projects and activities related to district custodial operations to ensure a clean and safe environment for students and staff. Develop and implement short- and long-term goals to effectively and efficiently manage district custodial building/site needs. Develop, implement and establish standardized cleaning procedures and training for district custodial personnel. Implement various custodial related programs, including routine, proactive, preventative and predictive. Monitor effectiveness of training, programs and projects; support and implement sustainability measures.
2. Hire, train, mentor, coach and conduct evaluation of personnel; mediate conflict resolution and implement disciplinary actions.
3. Develop and maintain guidelines, establish objectives, and set standards for all operations related to Custodial and Delivery Services.
4. Manage, organize, direct, and oversee the activities of personnel involved in the daily routing of deliveries, and the storage and movement of materials, equipment and supplies.
5. Manage budgets for all funds associated with the Custodial and Delivery department. Forecast and budget for short and long term departmental and capital expenditures. Monitor and authorize expenditures in accordance with district procedures.
6. Represent the Custodial and Delivery Services department with district, school and community stakeholders. Attend meetings, training and other functions as required or requested. Maintain positive public relations with the community, contractors, district personnel and vendors. Build excellent communication and customer service with all district facilities.
7. Collaborate with the equipment services lead Custodial Equipment Technician/Flooring Project Coordinator and head custodians to develop and execute a life cycle plan for custodial equipment.

8. Establish, coordinate, and maintain the district carpet and resilient flooring replacement program.
9. Participate in district crisis/emergency planning and respond to district crisis/emergency situations including weather emergencies, shelters, fires, accidents, and response team training.
10. Required to carry and respond to cellphone during assigned shift. Respond as essential personnel to emergency calls 24 hours a day, 7 days a week, as needed.
11. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent required
- Bachelor's degree in facility maintenance management or related field preferred
- More than five years of experience in custodial maintenance required, a minimum of three years of experience in custodial maintenance management strongly preferred, experience overseeing delivery services preferred
- Demonstrated experience in work scheduling and workforce deployment
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license
- Must meet District driver insurability requirements
- District asbestos training required; if employee is new to the district, must attain within two months after hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills, including budget development
- Customer service skills
- Critical thinking and problem-solving skills
- Organizational, analytical and prioritization skills
- Project management skills
- Knowledge of district financial system
- Ability to keep up to date on industry changes, developments, and standards
- Ability to travel among district locations
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability and willingness to be on call and/or respond to calls 24/7
- Ability to respond as essential personnel in case of an emergency, weather or environmental event, and/or school/facility/district closure
- Ability to supervise and manage employees at different locations

- Ability to be a part of and work with a team
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district facilitated, web-based programs, including School Dude
- Knowledge of custodial maintenance, methods, materials, supplies and equipment
- Ability to operate custodial tools and equipment
- Operating knowledge of electrical aerial lift platforms preferred at hire; required within three months after hire
- Knowledge of commercial flooring surfaces that are used in public K-12 settings

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Chief Finance Officer	
Direct reports:	Custodial Area Supervisor	3
	Office Manager – Custodial Services	1
	Custodial Night Trainer/Supervisor	2
	Custodial Equipment Technician/Flooring Project Coord	1
	Warehouse/Delivery Services Lead Worker	1
	Utility Drivers	4

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems
- Responsible for assisting with the supervision and overseeing the well-being of students in common areas

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	