



Job Title: Director - Building Services

Supervisor: Chief Operations Officer

Terms of Employment: 246 days

Job Summary:

The Director of Building Services plans, organizes, coordinates, and manages District custodial and building-level services. This position is responsible for ensuring the proper care, maintenance and cleaning of all District Facilities within constraints.

Essential Duties:

1. Supervises all aspects of Records Retention and White Fleet Vehicles.
2. Assist in coordination of Operational Response Team related to inclement weather or other incidents. Work in conjunction with Weather Team as needed.
3. Plans, organizes, coordinates, and oversees districtwide custodial and building level maintenance activities including preventative maintenance.
4. Plans, coordinates, and monitors districtwide building services budgets for employees, materials and cleaning supplies through the Regional Assistant Managers.
5. Oversees training, management, and evaluation of Regional Assistant Managers
6. Ensures building service Regional Assistant Managers and building head custodians consult with principals to ensure expectations are met and appropriate levels of cleanliness are maintained.
7. Maintains and updates Building Services guidebook to ensure assigned employees have all information necessary to perform daily functions.
8. Develops and prepares work schedules; prioritizes and coordinates duties and assignments; and ensures effective workflow and custodial operations.
9. Communicates with District and site administrators, personnel, vendors, and others regarding supplies and materials.
10. Reviews and revises work methods and procedures to ensure efficiency, cost-effectiveness, and compliance with regulations, policies, and standards.
11. Plans, develops and delivers employee in-service program, presentations, and workshops.



12. Participates in the selection of new personnel; recommends and participates in disciplinary action as needed.
13. Reviews custodial and ground reports and work orders to determine materials, labor, and time requirements.
14. Coordinates and implements safety programs and procedures for Building Services staff.
15. Ensures that after-hour emergency calls are responded to in a timely manner.
16. Routinely performs site visits to monitor performance of all assigned staff.
17. Maintains records and provides weekly reports to Executive Director of Facilities on custodial operations

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 the provisions of the Board's policy on the Evaluation of Professional Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Associate's degree in facilities management or related field required; Bachelor's degree preferred.
2. Minimum seven years' experience managing custodial operations or related facilities services; or an equivalent combination of education and experience.
3. Working knowledge of school operations; industry best practice in custodial services; and laws, regulations, and policies related to custodial operations.
4. Ability to plan and design custodial programs.
5. Ability to manage budgets and project budgetary needs relating to the overall custodial operations of the district.
6. Ability to plan and implement industrial safety procedures.
7. OSHA and mold/mildew remediation certifications preferred.
8. Knowledge of proper cleaning techniques for district buildings and ground and equipment and materials to properly maintain facilities.



9. Knowledge of cleaning chemicals, storage techniques, and safety procedures.
10. Aptitude for safety and attention to detail.
11. Organizational skills to ensure proper planning and oversight.
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. Be skilled in electronic project tracking techniques.
14. Ability to identify and resolve all problems before they become too large.
15. Ability to work cooperatively and communicate with personnel at all levels within the school system.
16. Such alternatives to the above as the Board may find appropriate and acceptable.
17. Other combinations of applicable education, training, and experience which provide the knowledge, skills, and abilities necessary to perform effectively in the position may be considered.

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 40 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: 306

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.

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