



Position: Custodian Coordinator

Dept: Buildings & Grounds

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled work overseeing the custodial and delivery crews and assists the Facilities and Safety Manager with annual performance reviews and budget. Purchases parts and tools. Maintains cleanliness and safety of buildings. Work is performed under the limited supervision of the Facilities and Safety Manager. Position oversees work crew or teams including custodians and delivery personnel and maintenance.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- 1) Oversees and guides the district's custodial and delivery crews, including the assignment and direction of work.
- 2) Coordinates all custodial and building service activities with each school principal and assigns emergency or relief staff as necessary.
- 3) Reviews, inspects and oversees the custodial responsibilities in all school buildings to ensure that high standards of workmanship, cleanliness and safety are maintained at all times.
- 4) Assists the Facilities and Safety Manager with annual performance reviews.
- 5) Verifies and reviews all custodial and delivery personnel time sheets for accuracy and submits information to payroll department in a timely manner.
- 6) Administers work order system.
- 7) Supervises the custodial storeroom operation, including receiving, warehousing, and delivering all custodial supplies.
- 8) Provides work direction to delivery personnel with regard to Central Stores operation and furniture surplus and disposal program.
- 9) Participates in the recruitment, selection, assignment, reassignment or a transfer of operational department staff.
- 10) Inspects buildings ensuring sanitation and safety of school district facilities in accordance with codes, statutes and policies.
- 11) Coordinates and maintains the facilities use program of the district, including determination of availability, assignment of district personnel and billing of charges.
- 12) Participates as a team member in the operation of the computerized building control system.
- 13) Assists in the preparation of the annual budget under the direction of the Facilities and Safety Manager.
- 14) Assumes other responsibilities as assigned by the Facilities and Safety Manager including: laundry, safety, recycling, OSHA, and other specific and timely projects.

Education and Experience

Associates/Technical degree and minimum of 3 years of custodial experience an equivalent combination of education and experience. Supervising experience preferred.

Knowledge, Skills and Abilities

Thorough working knowledge of building operations, and technical skills to schedule, repair, and maintain the equipment in the district's buildings. General supervisory skills and ability to assist with performance reviews. Ability to order parts. Knowledge of building automation and energy management systems. Some knowledge of vehicles and equipment, testing equipment, and computers.

Demonstrated skill in organizing ideas, in establishing and maintaining relationships based on mutual confidence and respect, in identifying problems and their resolutions.

Demonstrated sound judgment, social competency, adaptability, self-confidence, emotional maturity, initiative, enthusiasm, and

resourcefulness, as well as dedication to duty.

Demonstrated understanding and working knowledge of the Title II regulation for public entities of the ADA (American with Disabilities Act) coupled with the ability to identify and proceed to correct any service, policies and practices that are not consistent with the Regulation.

Special Requirements

Valid Wisconsin Driver's License

Forklift Certification

Scissor Lift Certification

Physical Requirements

This work requires the frequent exertion of up to 50 pounds of force; work regularly requires stooping, kneeling, crouching or crawling and reaching with hands and arms, frequently requires using hands to finger, handle or feel, climbing or balancing, pushing or pulling and lifting and occasionally requires speaking or hearing; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities.

Environmental Conditions

This work frequently requires working near moving mechanical parts and exposure to the risk of electrical shock and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather); work is generally in a moderately noisy location (e.g. business office, light traffic).

The Board does not discriminate in the employment staff on the basis of race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, sex stereotypes, sex characteristic or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service, ancestry, arrest record, conviction record, (as defined in 111.32, Wis Stats.), use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities including employment opportunities.

Custodial Staff Compensation Plan

Building and Grounds

FLSA Status: Non-Exempt

Last Revised: 01/2027, 04/2026

Stevens Point School District, Stevens Point, Wisconsin