Tigard Tualatin School District 23J

Job Description

Work Year: 260/261
Job Group: Confidential/Manager
FLSA Status: Exempt
Salary: Column H

JOB TITLE: Custodial Manager **REPORTS TO:** Facilities Manager

GENERAL DUTIES SUMMARY:

The Custodial Manager oversees the day-to-day care, maintenance, repair, and operation of the district's physical plant while coordinating short- and long-range facilities planning. This position is responsible for mitigating health and safety hazards by directing district-wide training and safety programs. The manager works closely with operations staff to ensure a safe, healthy environment at all district facilities.

SUPERVISORY RESPONSIBILITIES:

This position oversees all Custodial Department personnel and services. Responsibilities include supervising staff, ensuring proper licensure and certifications are maintained, and managing the department budget.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Manage and evaluate the district's physical plant, monitoring and revising systems and services as appropriate.
- Support the district's capital improvement program and energy conservation efforts.
- Establish long-range schedules for maintenance, repair, and preventative maintenance for all mechanical units, roofing, and building systems.
- Serve as a primary advisor to the Superintendent on all matters related to district facilities.
- Assure district compliance with federal, state, and local laws and regulations regarding capital projects and maintenance operations.
- Maintain 24-hour on-call availability for physical plant emergencies.
- Serve as the district liaison to partnership agencies utilizing district facilities or land.
- Oversee the implementation and maintenance of alarm systems, security systems, and key distribution plans.
- Prepare and administer the budget for the Maintenance Department.
- Oversee Fire, Life, and Safety supports and ensure all areas of legal compliance are met.
- Manage the District's prevention and loss control programs under risk management and serve as the District's Safety Officer.
- Support and recommend updates for the district's Evaluation Plan and Emergency Response Plan.

- Conduct training and inspection programs to monitor OSHA compliance and reduce risk (e.g., Bloodborne pathogens, PPE, and ergonomics).
- Coordinate compliance with the Americans with Disabilities Act (ADA), Section 504, and environmental considerations such as water quality, radon, and asbestos.
- Investigate accidents involving District property and inspect buildings/equipment periodically to ensure safety standard compliance.
- Support and coordinate school safety committees as required under OSHA.

Marginal Duties and Responsibilities:

- Coordinate quarterly playground safety inspections.
- Participate in professional development to maintain technical expertise.

QUALIFICATIONS:

Minimum:

- Energy Management Systems: Proficiency in monitoring and revising energy conservation systems and HVAC controls.
- Security Technology: Knowledge of and ability to manage electronic alarm and security systems, as well as digital key distribution plans.
- Regulatory Systems: Familiarity with documentation and reporting systems for OSHA, ADA, and Section 504 compliance.
- Technical Expertise: Proficiency in construction, mechanical/electrical engineering, architectural design, HVAC controls, and energy management.
- Stakeholder Liaison: Ability to act as a district liaison to partnership agencies utilizing district land and facilities, ensuring mutually beneficial outcomes.
- Collaborative Safety Leadership: Ability to support and coordinate school safety committees and work closely with maintenance/operations staff and building leadership to ensure a healthy environment.
- Budgetary Oversight: Proven ability to prepare and administer the Maintenance Department budget accurately.
- Regulatory Compliance: Commitment to ensuring 100% compliance with federal, state, and local laws, including AHERA (asbestos), radon, and water quality standards.
- Specialized Knowledge: Deep understanding of federal laws/codes related to plant management, including workers' compensation, ADA, and Section 504 compliance.
- Problem Solving: Ability to solve practical problems and deal with concrete variables in situations with limited standardization.
- Communication: Ability to read/analyze technical documents, respond to inquiries from regulatory agencies, and present information effectively to top management or the Board.
- Mathematical Skills: Ability to calculate figures and amounts with sufficient skill to perform essential duties.
- Emergency Decision-Making: Ability to respond effectively to physical plant emergencies 24 hours a day and determine immediate corrective actions.
- Complex Problem Solving: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization e

Preferred:

- Education: Experience or degree in public business administration or a related technical field.

EDUCATION and EXPERIENCE:

- Five years of increasingly responsible experience in facilities maintenance and construction supervision is required.
- Candidates should have experience in personnel management, budgeting, purchasing, and program coordination.

WORKING CONDITIONS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must be able to sit for long periods (5–6 hours) and stand, reach, and bend frequently.
- The role requires the ability to work in small spaces, on roofs, and occasionally during the night.
- The employee must occasionally lift up to 50 pounds.
- Work is performed both indoors and outdoors, with occasional exposure to outside weather conditions.

EVALUATION

Performance of this job will be evaluated in accordance with the provisions in the Collective Bargaining Agreement between Tigard-Tualatin School District 23J and the Manager-Confidential Employee Agreement.

TERMS OF EMPLOYMENT

This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties and assign duties as necessary that still reflect the essential functions of the department.

I have reviewed the above position and understand its contents. I am aware that my position description may be revised or updated at any time. Once notified of changes, I remain responsible for knowledge of its contents.

Employee Name (print)_____ **Date**_____

Employee Signature _____