Tigard Tualatin School District 23J

Job Description

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

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

GENERAL DUTIES SUMMARY:

The Night Custodial Manager plays a vital role in maintaining the building's cleanliness, upkeep, and general care of the property. This position focuses on leading the night custodial team to ensure efficient and effective service delivery. The ultimate goal is to cultivate a safe, comfortable, and clean environment for our students, staff, and community members. This is an evening shift position.

SUPERVISORY RESPONSIBILITIES:

Provide inspiring leadership, guidance, and support to the night shift custodians and lead staff. Key responsibilities include coordinating team efforts, supervising performance, and conducting evaluations. You will be instrumental in training, mentoring, and developing the skills of both new and current team members. This role involves establishing efficient work schedules, implementing best practices for procedures, and ensuring tasks are completed with high standards.

ESSENTIAL DUTIES and RESPONSIBILITIES:

Leadership, Supervision, and Staff Development

- Promote a culture of safety, accountability, customer service, and continuous improvement.
- Direct, supervise, and evaluate night shift custodians and lead staff.
- Provide overall leadership, coordination, and support to the custodial team.
- Train, mentor, and develop new and existing custodial employees.
- Implement and monitor work procedures and cleaning standards.
- Establish and maintain effective work schedules and staffing assignments.
- Assess facility and school needs and assign work accordingly.
- Conduct employee evaluations, establish performance goals, and support professional growth.
- Investigate and resolve operational concerns related to custodial services.
- Participate in recruitment activities including interviewing and making employment recommendations.
- Address employee performance concerns through coaching, recognition, and corrective action.

Custodial Operations and Facility Maintenance

- Ensure district facilities are maintained in a clean, safe, and operational condition.
- Monitor custodial supply inventories and recommend purchases of equipment and materials.
- Coordinate daily custodial operations and oversee completion of assigned work.
- Maintain consistent cleaning standards across all assigned facilities.
- Inspect facilities to ensure compliance with district, state, and federal health and safety regulations.
- Establish and recommend priorities for facility upkeep, preventive maintenance, and long-range custodial projects.
- Ensure energy conservation practices are implemented and monitored.
- Maintain working knowledge of all custodial functions and perform custodial duties as necessary, including floor care, cleaning, disinfecting, furniture moving, painting, power washing, work order completion, and related maintenance activities.
- Coordinate and communicate facility needs with Operations, Facilities, and school administrators.

Facility Use and Event Coordination

- Coordinate custodial support for building use activities, school functions, and community events.
- Schedule and assign staff to support after-hours facility use.
- Plan and organize custodial services required for outside users and special events.

Security and Safety Oversight

- Ensure facilities are properly secured at the conclusion of nightly operations.
- Monitor building security systems and surveillance systems during assigned shifts.
- Respond to and coordinate after-hours alarm calls.
- Serve as a backup security responder for Facilities and Day Custodial Managers.
- Exercise sound judgment during emergency situations and initiate appropriate response procedures.
- Ensure safety protocols and district security procedures are followed.
- Support and verify completion of safety inspections as assigned.
- Maintain readiness of emergency equipment and building systems.
- Coordinate with Facilities and Administration regarding safety, security, and operational issues identified during night shift operations.

Administrative and Operational Support

- Maintain records related to staffing, equipment, safety training, inspections, and work completion.
- Ensure compliance with OSHA, Oregon OSHA, bloodborne pathogen, hazardous materials, and district safety requirements.
- Collaborate with the Day Custodial Manager to ensure seamless shift transitions, consistent expectations, and effective communication.
- Provide operational support for all functions of the Operations Department.
- Assist in development and administration of custodial budgets.
- Serve as backup to the Day Custodial Manager during absences.
- Plan, organize, prioritize, and monitor work to ensure timely completion of assignments.
- Maintain regular communication with students, staff, parents, community members, and outside agencies while promoting positive working relationships.

Marginal Duties and Responsibilities:

- Follow written and oral instructions.
- Comply with district procedures, policies, and safety guidelines.

- Use and direct others in the proper use of personal protective equipment (PPE).
- Adjust schedules as needed to accommodate district needs.
- Provide assistance or seek assistance to complete tasks and repairs.
- Support preparation for emergency drills and safety activities.
- Maintain a clean and professional appearance in accordance with district dress code standards.
- Perform other duties and special projects as assigned by the Director of Operations, Facilities Manager, or designee.
- Maintain regular and punctual attendance.

QUALIFICATIONS:

Minimum:

- Demonstrated knowledge of custodial cleaning methods, floor care procedures, cleaning chemicals, disinfectants, materials, equipment, and safe work practices.
- Knowledge of applicable safety regulations, including OSHA/Oregon OSHA requirements, bloodborne pathogens, hazardous materials handling, and personal protective equipment (PPE).
- Ability to supervise, train, motivate, and evaluate employees.
- Ability to establish priorities, organize work, manage multiple tasks, and meet deadlines with minimal supervision.
- Ability to communicate effectively both orally and in writing with staff, students, administrators, contractors, and community members from diverse backgrounds.
- Ability to learn and adapt to new technologies, software systems, equipment, procedures, and district practices.
- Ability to exercise sound judgment and respond appropriately during emergencies, security incidents, and after-hours facility issues.
- Ability to perform and direct all aspects of custodial work, including floor care, cleaning, disinfecting, furniture moving, and minor maintenance activities.
- Possession of, or ability to obtain, a valid Oregon Driver License and maintain an acceptable driving record.
- Ability to operate district vehicles and equipment, including towing trailers if required by assignment.
- Ability to successfully pass required criminal background checks.
- Must be available to respond to emergency calls, alarm activations, weather-related events, and facility emergencies outside of regularly scheduled work hours as required.

Preferred:

- Three (3) or more years of supervisory or management experience overseeing custodial or facilities staff.
- Experience scheduling staff, coordinating building use events, and managing facility operations across multiple sites.
- Experience conducting employee evaluations, coaching staff, and implementing corrective action.
- Knowledge of energy conservation practices, facility inspections, and preventive maintenance programs.
- Bilingual or multilingual skills that support communication with district staff and community members.
- Oregon School Facilities Management Association (OSFMA), ISSA, or other custodial/facilities management certifications.
- First Aid, CPR, AED, or incident command training.

EDUCATION and EXPERIENCE:

- High school diploma or GED.
- Four (4) years of progressively responsible custodial, facilities maintenance, or building operations experience.
- Two (2) years of lead worker, supervisory, or team leadership experience, or demonstrated leadership responsibilities in a custodial or facilities environment.

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 demonstrate and perform all essential custodial duties and operate custodial equipment as needed to train staff, provide coverage, and respond to operational needs.
- This position requires standing and walking for most of a 6- to 8-hour shift. Employees regularly use custodial equipment, including backpack vacuums weighing approximately 9 to 11 pounds.
- The employee frequently reaches, bends, stoops, kneels, crouches, and uses hands for gripping, handling, and operating equipment. Frequent lifting and carrying of up to 25 pounds is required. Occasionally, the employee may lift or move up to 50 pounds independently and up to 100 pounds with assistance.
- The employee may occasionally climb, balance, and work at varying heights. Effective speaking and hearing abilities are required for communication and responding to emergencies.
- Vision requirements include close and distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The position may involve working indoors and outdoors and exposure to cleaning chemicals, dust, noise, and varying weather conditions.

EVALUATION

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

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 _____