Columbia Public Schools

Excellence in Education for *All* Students

Job Description

POSITION PROPERTIES

Position Title: Director of FCS Custodial Services
Schedule / Grade: Salaried Support / 8
Job Code: 96DIRCT649
FLSA: Exempt
Calendar: ADMIN
Benefits: Eligible (Retirees not Eligible)
Contract Type: ADMIN
Bargaining Unit: None
Revised Date: 09/12/2025

PURPOSE

The Columbia Public School District is seeking a Director for Custodial Services in the Facilities and Construction department. The Director is a working supervisor who coordinates and supervises the custodial infrastructure care of CPS schools. This position also oversees school custodial programming needs for administration, faculty, staff and students. This position is responsible for overseeing the Custodial Services and Warehouse Department.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Establishes, supervises and administers building custodial work schedules and procedures for the ongoing care of District school buildings
- Oversee the inspection of school buildings and adjacent areas on a regular basis for cleanliness and, when appropriate, that all sidewalks and entrances are free of ice and snow
- Ensures designated spaces, equipment, furniture, etc. in buildings are clean
- Coordinates the moving of equipment and supplies within the District or building
- Ensures that custodial staff maintain inventories of supplies and cleaning equipment
- Is available for or is able to organize the assignment of emergency clean up or maintenance of buildings or areas outside of regular work hours
- Works with building principals and administrative staff to ensure that building needs are met with regard to cleanliness and set-up for special events and programs
- Oversee the annual sealing/finishing of all wood gym floors, stage floors and stairs in the District
- Develops and hosts training for district custodial staff; provides on-the-job training when appropriate

- Understands, instructs on, and applies “Green Clean” practices and products
- Reviews and approves custodial staff bi-weekly time sheets and requests for absence/leave
- Assists with the annual evaluations of custodians and FCS office personnel
- Maintains personnel and other records as required
- Submits work orders as needed
- Manages operating budget through purchase order approval process using sophisticated software system; supervises and approves purchase card transactions for staff
- Assists in the hiring of building custodians; understands District hiring processes and talent management software
- Supervises District’s Warehouse Manager; understands the maintenance and ordering of warehouse supplies and equipment via specialized software system(s)
- Understands and adheres to Board policies and procedures

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on polices, regulations and values, visit http://www.cpsk12.org.

REPORTING RELATIONSHIPS

Reports To: Chief Operations Officer

Supervises: The Custodial Services and Warehouse Department

QUALIFICATIONS

Minimum: High school diploma, or higher; possession of a valid State of Missouri vehicle operator license, five (5) years of supervisory experience.

Preferred: Bachelor’s degree or higher; experience overseeing a large department with many employees and high operating budget; strong computer skills.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Present information to teachers, staff, other administrators, and boards. Respond to common questions and concerns. Interview staff, and teachers. Read, analyze, and interpret professional journals, memoranda, policies, administrative procedures, and statutes. Write business correspondence, including staff memoranda and newsletter articles. Keep information confidential when required by law, policy, or the nature of a particular situation.

Computation: Work with mathematical concepts, such as probability and statistical inference, and analyze data. Apply concepts such as fractions, percentages, ratios and proportions to practical situations. Perform computer word processing (including spreadsheets) and internet research. Access and create reports using the Districts student information software and databases.

Reasoning: Define problems, collect data, establish facts, and draw valid conclusions. Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram or schedule form. Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement.

Technology: Present information using a variety of media/technology sources. Access and create reports using the District's information software and databases. Readily utilize smart boards, projectors and other instructional technology provided by the district. Adhere to all District policies and procedures regarding technology use. These are essential functions of the job.

Physical demands: The individual who holds this position is regularly required to move about, hear and speak; Must have close moderate and distance vision ability; Must be able to communicate in noisy environments such as construction sites and over machine noise; Must be able to stoop lift, dig, and push/raise objects; Must be able to exert between 20-50 pounds of force on a regular and recurring basis and between 50-100 pounds of force on an occasional basis. Consistent and regular attendance is an essential function of this position. Weekends or in evening hours are common. The person holding this position must be available for emergency clean up or maintenance of building or area(s) outside of regular work hours.

Environmental conditions: The individual who occupies this position will regularly be required to work outside, occasionally in inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees; The position is exposed to bright/dim light; dusts and pollen; extreme heat and/or cold; wet or humid conditions; fumes and/or noxious odors; chemical cleaners/solvents, moving machinery; electrical shock; and body fluids/disease/pathogens.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer