

Job Title: COORDINATOR, CUSTODIAL SECONDARY CAMPUSES
Reports to: Operations Director
Dept./School: Maintenance
Wage/Hour Status: Exempt
Date Revised: October 16, 2023

Primary Purpose

Direct and manage the Secondary Campuses custodial operations. Maintain physical school plant in a condition of operating excellence so that full educational use may be made at all times. Provide students with a physical learning environment that is safe, clean, attractive, and functional.

QUALIFICATIONS

Education/Certification

Bachelor's degree, preferred

Special Knowledge/Skills

Knowledge of basic principles of construction, school plant maintenance, and custodial operations
Ability to manage budget and personnel
Ability to coordinate district function
Ability to interpret policy, procedures, and data
Strong organizational, communication, and interpersonal skills

Experience

Five years' experience in custodial operations
Minimum three years' experience in custodial operations supervisory

MAJOR RESPONSIBILITIES AND DUTIES

Building Maintenance and Repair

1. Direct and manage the custodial operations of Secondary Campuses.
2. Receive and process work orders for custodial and grounds keeping crews.
3. Develop and maintain written departmental procedures for the operations of custodial, and grounds keeping crews.
4. Prepare plans for landscaping improvements for submission to purchasing department for bids.

Policy, Reports, and Law

5. Implement federal and state law, State Board of Education rule, and local board policy in custodial areas of responsibility.
6. Compile, maintain, and file all physical and computerized reports, records, and other documents required in the custodial, grounds keeping crew's areas of responsibility.
7. Prepare data necessary to process the custodial payroll.

Budget and Inventory

8. Administer the custodial budget and ensuring that programs are cost-effective and funds are managed prudently.
9. Compile budgets and cost estimates based on documented program needs.
10. Plan and direct inventory and stock control program for equipment and supplies.
11. Initiate purchase orders and bids in accordance with budgetary limitations and district policies.
12. Replace and maintain a current inventory of supplies and parts to avoid delay when reordering.
13. Approve and forward invoices and purchase orders for the custodial department to the Operations Director.
14. Recommend disposal of obsolete equipment and purchasing replacement equipment when necessary.

Personnel Management

15. Assign work to custodial personnel and oversee the completion of the assigned work.
16. Prepare, review, and revise job descriptions within the custodial department.
17. Evaluate job performance of employees to ensure effectiveness.
18. Recruit, train, and supervise custodial personnel and make sound recommendations about personnel placement, transfer, retention, and dismissal.

Safety

19. Maintain safety standards in conformance with federal, state, and insurance regulations and developing a program of preventive safety.
20. Ensure that equipment is maintained in operating and optimum condition.
21. District wide asbestos testing.
22. Maintain asbestos records.
23. Air quality monitoring.

Other

24. Perform disaster duty when needed.
25. Attend professional growth activities to keep abreast of innovative techniques-in custodial operations.
26. Respond to afterhours emergencies asneeded.
27. Perform other duties as assigned by supervisor.
28. Maintain confidentiality of information.

Supervisory Responsibilities

- 29. Supervise and evaluate performance of head custodians, grounds supervisors, and support staff assigned to the custodial department.

WORKINGCONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Frequent district-wide travel; occasional prolonged and irregular hours; work indoors and outdoors to conduct on-site inspections of all custodial facilities and grounds keeping operations.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____

Date: _____

Approved by: _____

Date: _____