

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

### **Primary Purpose**

Direct and manage the Elementary Campuses and Departments 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 Elementary Campuses and Departments.
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. Establish and utilize integrated pest management strategies to develop systems/protocols that result in disease and insect pests below economic thresholds. Supervise all applications and training to ensure safe use in compliance with current law.
21. Ensure that equipment is maintained in operating and optimum condition.

### **Other**

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

### **Supervisory Responsibilities**

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

**WORKING CONDITIONS**

**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.

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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:** \_\_\_\_\_