

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

DIRECTOR, Custodial Services

QUALIFICATIONS

- Bachelor's Degree in Business Administration, Public Administration, Plant Planning, Plant Maintenance or a related field.
- Five (5) years managerial experience of a large, multicultural work force within a custodial/maintenance operation.
- State certification in Custodial Instruction or agreement to secure this certification within one year from employment date.
- Experience in budget development/management and product analysis.
- Familiarity with State and Federal regulations appropriate to management and operations of custodial services.
- Knowledge of technological applications as related to Custodial Services functions.

REPORTS TO Executive Director for Facilities Planning

SUPERVISES Custodial Staff

POSITION GOAL

PERFORMANCE RESPONSIBILITIES

1. * Develop, implement, and direct a district-wide custodial service program.
2. * Establish and implement entry level and on-going training programs for custodial services employees.
3. * Act as a consultant at worksites to address scheduling, cleaning problems, personnel issues, etc.
4. * Develop and maintain a district-wide standard for supplies, equipment and job expectations.
5. * Evaluate and recommend, with custodial employees' input, appropriate chemicals, supplies, equipment, etc. to maximize custodial services.
6. * Establish pilot sites to test systems and equipment.
7. * Manage site-based custodians.
8. * Establish consistent custodial schedules.
9. * Develop and manage a functional custodial substitute program.
10. * Develop, maintain, and update a Custodial Services operations manual.
11. * Provide input into designs for new schools.
12. * Supervise zone managers who supervise the site-based custodial operations.
13. Perform other duties as assigned by the Executive Director of Facilities Planning.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
AO-03-C \$83,036 - \$127,378
 M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
 Personnel Category **2**
 EEO-5 Line **6**

Function **7900**
 Survey Code **79005**
 Job Code **1441**

ADA CODES

2 Sedentary Work
3 A - I / K - V
4 A - C / E - F / H - J /

BOARD APPROVED

March 8, 1994