

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### ASSISTANT MANAGER, Custodial Services

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma with five (5) years related experience required.
- Associate's Degree with two (2) years related experience preferred.
- Two (2) years of supervisory and work scheduling experience.
- Two (2) years of custodial experience.
- Possess and maintain a valid, Florida Class D or E driver's license.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications, as related to job functions.
- Extensive knowledge of cleaning methods, chemical safety, and flooring (finish, coating, carpeting, cleaning, and extended care) preferred.
- Effective oral and written communication skills and ability to work well with others.
- Ability to train staff.

#### SUPERVISION

**REPORTS TO** Custodial Manager  
**SUPERVISES** Floor Care Team Head Custodians, Floor Care Teams, and Custodial Department Custodians

#### POSITION GOAL

*To assist the Custodial Manager in the management of the Centralized Custodial Services Program and provide custodial direction, support, and training to schools.*

#### PERFORMANCE RESPONSIBILITIES

1. \*Supervise the work of the District-wide crews.
2. \*Schedule, manage, and inspect work of contract custodial crews, both site-based and District-based programs.
3. \*Prepare documented inspection reports of equipment and chemical usage.
4. \*Review and measure the quantity and quality of work of assigned staff; conduct quarterly inspections and provide written feedback.
5. \*Assist with maintenance schedule, management, and inventory of District-wide equipment.
6. \*Prepare and conduct annual evaluations for Floor Care Team Head Custodians and Department Custodians.
7. \*Conduct post-floor care inspections with school administrator.
8. \*Manage floor care team and ancillary site inventory of supplies.
9. \*Assist with interviews of all job applicants and recommend candidates for employment within Custodial Services.
10. \*Manage and assign custodial services work orders to Area Custodial Supervisors through the TMA work order system.
11. \*Assist with emergency support functions in the event of a declared emergency and/or any other emergency duties as assigned.
12. \*Attend training workshops, seminars, and/or other related staff development programs.
13. \*Provide hands on and lecture-based training for head custodians on safety; head custodian duties and responsibilities; and proper operation, handling, and storage of cleaning equipment, chemicals, and supplies based on Custodial Handbook.
14. \*Assist in the preparation of the custodial budget.
15. \*Maintain/update information within computer databases, including training database.
16. \*Create and/or maintain filing systems, paper and electronic.
17. \*Draft correspondence and other documents.
18. \*Operate general office machines, as needed
19. Perform other duties as assigned by the Director of Facilities Services, Custodial Manager, or Designee.

*\*Denotes essential job function/ADA*

# ASSISTANT MANAGER, Custodial Services, Page 2

## EQUIPMENT / MATERIALS

Standard Office Equipment; working knowledge of vacuum cleaners, wet/dry vacuums, floor machines ranging from 175 RPM to 2000 RPM, automatic floor machines, carpet extractors, pressure washers, and blowers.

## PHYSICAL REQUIREMENTS

**Heavy Work** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Climbing** Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.  
**Balancing** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.  
**Bending** Lowering the body forward from the waist.  
**Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**Pulling** Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.  
**Lifting** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Grasping** Applying pressure to an object with the fingers and palm.  
**Feeling** Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with the skin, particularly that of fingertips.  
**Repetitive Motions** Substantial and continuous movements of the wrists, hands, and/or fingers.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**Indoors** The worker is subject to environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.  
**Outdoors** The worker is subject to outside environmental conditions. There is no effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.  
**Heat** The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.  
**Noise** The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.  
**Vibration** The worker is subject to vibration. There is exposure to oscillating movement of the extremities of the whole body.  
**Hazards** The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.  
**Atmospheric Conditions** The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory system or the skin, fumes, odors, mists, gases or poor ventilation.  
**Oils** The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.

## TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES	FLSA	BOARD APPROVED
<b>AO-13-H \$45,592 - \$77,892</b>	PeopleSoft Position TBA	<input type="checkbox"/> Applicable	<b>June 1, 2021</b>
District Salary Schedule	Personnel Category 14	<input checked="" type="checkbox"/> Not applicable	Previous Approval Date <b>February 16, 2016</b>
Months 12	EEO-5 Line 44		
Annual Days 258	Function 7900		
Weekly Hours 37.5	Survey Code 79010	ADA Information Provided by <b>Kim Dove</b>	
Annual Hours 1935	Job Code 2069	Position Description Prepared by <b>Kim Dove</b>	

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.