

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

MANAGER, Custodial Services

QUALIFICATIONS

- Associate's Degree in business studies, business management, business administration, management studies, program management, communications, or similar area of study **OR** High School Diploma or equivalence or Florida Special Diploma with five (5) years of experience in a related business field. Bachelor's Degree in a related business field preferred.
- Three (3) years of supervisory/leadership or work scheduling experience.
- Experience or training in business management with an emphasis on budget.
- Possess and maintain a valid, Florida Class D or E driver's license.

KNOWLEDGE, SKILLS, ABILITIES

- Effective oral and written communication skills and ability to work well with others.
- 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.

SUPERVISION

REPORTS TO SUPERVISES

Director of Facilities Services
Assistant Manager Custodial Services, Area Custodial Supervisors, Custodial Substitute Program, and Bookkeeper

POSITION GOAL

To manage centralized custodial services and assist school administration in the management of the school-based custodial program, providing custodial direction and support to schools.

PERFORMANCE RESPONSIBILITIES

1. *Attend training workshops, seminars, and/or other related staff development programs.
2. *Develop and implement District-wide cleaning standards.
3. *Evaluate and update all custodial documents, standards, and website information on an annual basis.
4. *Create and maintain robust filing systems, paper and electronic.
5. *Prepare and distribute standardized custodial correspondence and other documents; draft and publish Quarterly Custodial Newsletter.
6. *Develop and 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 Custodian Handbook.
7. *Develop, track, and manage new employee orientation and training for all custodians District-wide to include site-based, school-based, and contracted custodial staff.
8. *Develop and maintain custodial inspection, floor care, and disinfection calendar, maintain/update information within computer and training databases.
9. *Conduct monthly review for compliance with the Director, Facilities Services.
10. *Identify potential problems or opportunities for improvement.
11. *Assist in the preparation of the custodial budget.
12. *Monitor the custodial budget and ordering procedures for custodial equipment and supplies.
13. *Work with site administration and Custodial Services to organize site-specific custodial staff (point allocations) and work schedules to maximize efficiency and maintain standardization across the District.
14. *Review and measure the quantity and quality of work of assigned staff; conduct quarterly ride-along inspections and provide written feedback.
15. *Provide leadership, direction, and supervision to all assigned staff. Responsible for motivation, performance management, training, hiring, disciplinary process, and development planning.
16. *Provide assistance, support, and guidance to the site-based administrators in the evaluation of custodial programs and staff.
17. *Oversee the preparation of required field reports and maintain appropriate records.
18. *Provide maintenance schedule, management, and inventory of District-wide equipment.
19. *Conduct routine surveys and site visits with school/facility staff to identify concerns and opportunities for service improvement to ensure excellence of custodial services.
20. *Manage assigned programs to include, but not limited to, custodial substitute program and solid waste and recycling.
21. *Develop recommendations for new and modified programs, policies, regulations, and procedures for approval.
22. *Assist the Director of Facilities Services to seek and implement innovative solutions to challenges arising from fluctuating levels of funding and personnel staffing, emerging technologies, and changing customer requirements.
23. *Research and implement environmentally friendly products and processes for cleaning and facilities maintenance. Participate in the review and evaluation of appropriate product selection with District's Environmental Coordinator and Director.
24. *Provide quality control for the custodial program District-wide.
25. *Drive to and from school/facility sites during the workday, as needed.
26. Perform other duties as assigned by the Director of Facilities Services or Designee.

*Denotes essential job function/ADA

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EQUIPMENT / MATERIALS

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

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

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. Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or moving surfaces.
Balancing Lowering the body forward from the waist.
Bending Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Stooping Bending legs at knee to come to a rest on knee or knees.
Kneeling Bending the body downward and forward by bending leg and spine.
Crouching Moving about on hands and knees or hands and feet.
Crawling Moving body from the waist using a turning motion.
Twisting Extending hand(s) and arm(s) in any direction.
Reaching Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pushing Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Pulling 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.
Lifting Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Finger Dexterity Applying pressure to an object with the fingers and palms.
Grasping Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with the skin, particularly that of fingertips.
Feeling Substantial and continuous movements of the wrists, hands, and/or fingers.
Repetitive Motions 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.
Talking The ability to perceive speech and other environmental sounds at normal loudness levels.
Hearing Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.
Visual Acuity

WORKING CONDITIONS

Indoors The worker is subject to inside 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 elevated work platforms, ladders, and high places; and exposure to high heat and 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

AO-12-G \$57,080 - \$89,862
District Salary Schedule
Months 12
Annual Days 12
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBA
Personnel Category 14
EEO-5 Line 44
Function 7900
Survey Code 79010
Job Code 1622

FLSA

Applicable
 Not applicable Previous Approval Date

ADA Information Provided by **Kim Dove**
Position Description Prepared by **Kim Dove**

BOARD APPROVED

December 15, 2020
February 16, 2016
April 13, 2004
July 20, 1999