

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MANAGER-CUSTODIAL SERVICES

BASIC FUNCTION:

Under the direction of the Director-Maintenance and Operations, plan, coordinate and manage a comprehensive custodial care program for the buildings owned or operated by the District; plan and present in-service training programs, evaluate and test custodial products and equipment; train and supervise the performance of assigned staff; assist and advise site administrators with regard to building care and cleaning of the site and personnel issues.

ESSENTIAL FUNCTIONS:

Plan, coordinate and manage a comprehensive custodial care program for the buildings owned or operated by the District; assure compliance with applicable health and safety standards.

Provide technical supervision and planning to custodial staff assigned to division schools and facilities.

Confer with administrators and supervisors regarding the care, cleaning and maintenance of facilities; coordinate school inspections, work assignments, work reassignments and recommend actions for improvement with site administrators and other staff as appropriate.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Develop and conduct a variety of informational and instructional meetings and programs for custodial staff to assure safe and proper work practices, cleanliness and appearance; conduct in-service programs for the proper operation and maintenance of custodial equipment; develop and conduct staff orientations and trainings for new personnel

Train and supervise the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Assist and advise site administrators and other staff members regarding the screening, hiring and evaluation of custodians and matters requiring corrective personnel action; participate in the interviewing and selection of custodial personnel.

Conduct scheduled site inspections; inspect completed work by custodial staff for accuracy and compliance with instructions and established standards; drive a vehicle to conduct work; assist administrators in the development of custodial standards.

Coordinate the requisitioning and purchase of custodial supplies and equipment; assist in the preparation and development of the departmental budget; control and authorize expenditures in accordance with established limitations.

Prepare and maintain a variety of records and reports related to assigned activities and personnel.

Research, test and demonstrate new custodial supplies and equipment; make recommendations regarding the purchase of new supplies and equipment.

Operate and maintain a variety of custodial equipment including a floor stripper, buffer, vacuum cleaner and small power and hand tools; operate a computer and assigned office equipment.

Provide technical expertise, information and assistance to the Director regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested.

Respond to or coordinate a response to emergency calls after hours.

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, techniques, materials, tools and equipment used in modern custodial and maintenance work.

Modern cleaning methods including methods of cleaning floors, blackboards, carpets, furniture, walls and fixtures.

Requirements of maintaining buildings in a safe, clean and orderly condition.

Principles and practices of administration, supervision and training.

Appropriate safety precautions and procedures.

Proper lifting techniques.

Record-keeping and report preparation techniques.

Inventory methods and practices.

Basic budgeting practices regarding monitoring and control.

Proper methods of storing equipment, materials and supplies.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a variety of office equipment including a computer.

ABILITY TO:

Plan, organize and manage the operations and activities of the Custodial Services Department.

Train and supervise the performance of assigned personnel.

Confer with site administrators and supervisor regarding custodial needs, schedules and concerns.

Communicate effectively both orally and in writing.

Observe and enforce health and safety regulations.

Research and test new custodial supplies and equipment.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Maintain records and prepare reports.
Assure compliance with established rules, guidelines, regulations and schedules.
Demonstrate various cleaning materials and methods.
Speak, read and write English at a level required for satisfactory performance.
Prepare and present oral presentations.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate custodial equipment and a computer keyboard.
Hear and speak to exchange information and make presentations.
Walk, sit or stand for extended periods of time.
Use proper lifting methods.
See to read a variety of materials and inspect custodial activities.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and five years of increasingly responsible experience in custodial work including three years serving in a lead or supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Floor lift and arm lift 53-pounds.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor environment.
Emergency call-out.
Driving a vehicle to conduct work.