

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

4/17	<u>MANAGER, CUSTODIAL SERVICES</u>	3.7.2
Effective Date	Job Title	Index

1. Primary Function: Supervise the District's custodial and building operations program, ensuring that the cleaning and operations of all District facilities meet proper safety, efficiency, and health standards. Identify and prioritize building issues and coordinate with maintenance team for timely resolution. Ensure that the Business and Support Services customer service model is fully integrated.

2. Responsibilities:
 - 2.1 Supervises, plans, and directs the activities of the District's custodial department and custodial staff in the cleaning and operations of all District facilities, establishes custodial work schedules, and initiates changes in the custodial program to improve efficiency and effectiveness of services.
 - 2.2 Establishes methods, procedures, and standards for the performance of custodial work and the stocking and use of supplies.
 - 2.3 Establishes methods, procedures, and standards for the performance related to the use, maintenance, and replacement of custodial equipment.
 - 2.4 In collaboration with the manager of maintenance services, develops and conducts District-wide custodial training programs including the identification and facilitation of building operational issues.
 - 2.5 Establishes testing procedures, tests, and evaluates District's supplies and submits written reports to management.
 - 2.6 Assigns and reviews the work of Custodial staff including hiring, training, discipline, and terminations in consultation with supervisor and building administrators.
 - 2.7 Coordinates the evaluation of and/or evaluates ongoing and annual written individual custodial work performance.
 - 2.8 Inspects each facility at least once every 90 days to ensure that custodial standards are being met, and provides written reports on each inspection to their supervisor.
 - 2.9 Supervises, plans, and directs activities of the floor care crew, establishes floor maintenance schedules for each District facility, and ensures that buffing, sealing, extracting, and other floor care operations are completed properly and as scheduled.
 - 2.10 Coordinates the custodial energy conservation, trash and recycling programs.
 - 2.11 Coordinates custodial/preventive maintenance projects with Maintenance Department.
 - 2.12 Interprets and applies federal, state, and local laws and regulations and district rules, policies, procedures, and regulations pertaining to area of responsibility.
 - 2.13 Serves as an expert resource person to other employees, vendors, other districts or government agencies, and the public on issues involving areas of assigned responsibility.
 - 2.14 Supervises, plans, and coordinates the activities of all crews assigned to clean District facilities.
 - 2.15 Conducts studies, compiles data, performs research, evaluates, and initiates actions to be taken pertaining to administrative goals and objectives in assigned area of responsibility.
 - 2.16 Promotes the District's Quality Assurance Model.
 - 2.17 Performs other duties as assigned.

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3. Major Planning Requirements:

- 3.1 Develops plans for and manages major cleaning projects during school breaks.
- 3.2 Conducts short and long-term planning for custodial program goals and assessment.
- 3.3 Conducts planning to assure adequate supplies, equipment, and materials are available to support the area(s) of responsibility.
- 3.4 Establishes and maintains a comprehensive asset management program to include strategic equipment purchases and lifecycle replacement schedules for area(s) of responsibility.

4. Key Relationships:

- 4.1 Chief Operations Officer, Business and Support Services
- 4.2 Manager, Custodial, Property, & Auxiliary Services: Reports to this position.
- 4.3 Manager, Construction & Maintenance Services
- 4.4 Manager, Maintenance Services: Coordinates activities of the preventive maintenance programs with this position.
- 4.5 Manager, Planning & Property Services: Coordinates custodial activities related to support of rental group activities with this position.
- 4.6 Manager, Transportation Maintenance: Coordinates acquisition and maintenance of vehicles & trailers related to the area(s) of responsibility with this position.
- 4.7 Building Administrators: Works closely with these positions in filling requests for special day-to-day staffing needs in the buildings, consults with these positions on changes in staffing and procedures that affect their buildings, and informs these positions of matters relating to custodial operations in their buildings. Coordinates custodial evaluations with these positions.
- 4.8 General Public: Establishes and maintains effective and cooperative working relationships, and serves as a resource person on issues area(s) of responsibility.

5. Minimum Qualifications: Any combination of education, experience, and training that would provide the required knowledge and abilities. A representative way to obtain the required knowledge and abilities would be:

Education:

Completion of an associate degree in business or a related field.

Experience:

Seven years of progressively responsible experience in operations management including but not limited to the development and execution of strategic planning, program development, cost benefit analysis, procurement, staff development and continual improvement activities. Four years of supervisory experience.

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6. Term of Employment: Twelve (12) months.
7. Salary Level: 206A
8. Working Conditions:
The position generally works in an office environment with frequent visits to schools and support buildings. May occasionally be exposed to cleaning chemicals. Responds to calls from or about schools and departments for planned, unplanned, and emergency assistance on a 24-hour basis.