



## **Dist Coord 8 / Custodial**

### **Purpose Statement**

The job of Dist Coord 8 / Custodial is done for the purpose/s of supervising district-wide custodial services, employees, and related activities; overseeing, training and evaluating assigned personnel; providing information and training to meet district custodial standards; scheduling work assignments within established timeframes and standards; and meeting with school administrators, maintenance coordinators, and head custodians concerning custodial procedures and work performance.

This job reports to Director of Maint / Operations

### **Essential Functions**

- Assists with the maintenance and repair of custodial equipment (e.g. Buffers, cleaning equipment, etc.) and trains staff in proper preventative maintenance of equipment for the purpose of ensuring effective management and use of district custodial resources.
- Conducts trainings (OS1, Janitor University, MSDS safety, energy conservation practices, cleaning standards, use of cleaning products, cleaning methods and quality of work, etc.) for custodians and other site personnel for the purpose of ensuring safe, effective and efficient custodial practices.
- Consults with the Director of Facilities and Maintenance and the Director of Human Resources for the purpose of selecting qualified custodians and complying with Federal, State, and District guidelines, procedures, and policies.
- Coordinates the documentation of custodial employment concerns with the Director of Facilities and Maintenance and the Director of Human Resources for the purpose of complying with Federal, State, and Local laws, policies and procedures.
- Directs the Product Selection Committee in the district-wide standardization of products and equipment for the purpose of maximizing effective utilization of resources.
- Distributes custodial supplies and equipment for the purpose of ensuring adequate quantities for daily use.
- Evaluates new cleaning chemicals and equipment for the purpose of recommending future purchases for maintenance of district-wide services.
- Identifies necessary repairs to facilities and equipment for the purpose of ensuring a safe and attractive learning environment.
- Inspects facilities for the purpose of ensuring that district facilities are safe, attractive, clean and in compliance with Federal, State, and Local guidelines and expectations.
- Organizes and oversees daily work schedules and activities (e.g. cleaning of maintenance department buildings, warehouse, bus garage and office areas, etc.) for assigned district custodial staff for the purpose of ensuring district facilities are cleaned and maintained in a timely manner and in accordance with district standards.
- Oversees and coordinates purchasing for all custodial supplies and equipment (wax, cleaning chemicals, buffers, snow removal, etc.) for the purpose of maintaining an efficient district-wide custodial purchasing system.

- Participates in meetings, workshops, trainings, and seminars (e.g. Custodial trainings, maintenance coordinator's meetings, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials (e.g. monthly newsletter, supply requisitions, safety inspections, work orders, inventory records, time sheets, etc.) for the purpose of documenting activities and/or relating activities to administration or other appropriate personnel.
- Responds to inquiries from staff, vendors, and/or applicants for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
- Responds to immediate safety and/or operational concerns (e.g. Job performance issues, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Schedules and supervises district-wide custodial personnel (e.g. substitute custodians, summer hardwood crews, assistants and sweepers, etc.) for the purpose of ensuring facilities are operational and in compliance with site requirements and established standards.
- Trains supervises, and evaluates site custodial coordinators/supervisors for the purpose of ensuring an effective and efficient district-wide custodial staff.
- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at the job site.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; and developing effective working relationships.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: operating custodial equipment; performing custodial tasks; planning and managing projects; preparing and maintaining accurate records; and adhering to safety practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; supervising the use of funds. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 50% walking,

and 40% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

**Required Testing**

Pre-employment Physical performance test

**Continuing Educ. / Training**

As needed to fulfill job duties  
Continuing Education/Training

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Lane 8