

## STOCKTON UNIFIED SCHOOL DISTRICT

### MANAGER, CUSTODIAL OPERATIONS

#### **DEFINITION**

Plan, organize, direct and supervise all phases of the custodial operations of the District; maintain records; evaluate the effectiveness of crews; coordinate work between site administration and the maintenance department and perform related duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Facilities & Planning, and exercises general supervision over all custodial maintenance employees.

**REPRESENTATIVE DUTIES** – *Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principle job elements.)*

Assess the needs for cleaning and general maintenance of District facilities, school equipment, school sites and related District buildings. Study work schedules and estimate time requirements and cost for completion of job assignments. **E**

Direct supervision and oversight of Custodial/Grounds Supervisor, Senior Plant Supervisors, entire District Custodial Staff, Facilities Use Permit Process; and Pest Control. **E**

Assess custodial staff needs, material costs, work schedules, workload distribution and performance effectiveness. Establish and maintain quality work standards for the District custodial operations. **E**

Develop and conduct on-going custodial training, annual in-service, and custodial certification program. **E**

Work cooperatively with site administrators in co-evaluating custodians, maintenance custodians and ground workers assigned to school sites. **E**

Performance problems with custodians, maintenance custodians or ground workers assigned to school sites, the Custodial Operations Manager will assume the lead role in resolving performance issues including disciplinary action. **E**

Evaluate new custodial supplies, and equipment and makes recommendations for purchasing action.

Develop short-term and long-term plans for the improvement of District facilities. **E**

Establish priorities of major projects and assigns work based on established priorities.

Determine necessity to contract out needed services; if necessary, meets and coordinates with outside contractors on designated maintenance projects.

Manage and coordinate the activities of supervisory staff. **E**

Page 2, Manager, Custodial Operations

Assume responsibility for all maintenance operations outside of regular duty hours, in conjunction with other maintenance managers.

Develop and monitor assigned budget including proper allocation of funds, materials and staff to projects and/or sites. **E**

Coordinate and manage the intra-district transfer of equipment, furniture and supplies.

This position will oversee day shift custodians as well as night shift custodians so there is a need for flex hours for site visits between 6:00am-10:30pm on a regular basis. *E*

Prepare vacation and summer work schedules. Assigns and approves overtime.

Participate in the selection, training, supervision and evaluation of assigned staff members.

Make frequent inspections of custodial work and equipment at all schools and District offices. *E*

Meet with school principals to discuss special problems regarding care and cleaning all school sites. *E*

Inspect school building facilities to insure that health and safety standards are met. In addition, provides for the safety of workers and others at District sites including training staff to report safety hazards. Prepares and maintains inspection reports. *E*

Research and prepare department in-depth reports with a particular emphasis on evaluation of efficiency and effectiveness of custodial operations. *E*

Plan, schedule and conduct frequent orientation and training for supervisors, custodians and grounds workers assigned to High Schools. *E*

Develop and maintain department procedure handbook for assigned areas of responsibility. *E*

## **QUALIFICATIONS**

### **Knowledge of:**

- Methods and procedures used in the cleaning and minor maintenance of school buildings
- Cleaning materials, solutions and tool
- Laws and regulations that apply to application, storage and disposal of herbicides and insecticides used on school grounds
- Storage and disposal of hazardous wastes
- District policies and union contracts
- Principles of supervision and evaluation of staff
- Safety rules and regulations applicable to school grounds and buildings

### **Ability to:**

- Plan, organize and schedule work for several crews working at various locations and determine job priorities
- Establish effective and efficient District work standards and levels of service for assigned staff
- Establish and maintain effective working relationships with others
- Communicate effectively orally and in writing including preparation of comprehensive reports
- Physically perform job tasks
- Read blueprints
- Work flexible hours to inspect custodial work completed during evening work shifts

### **Education and Experience:**

Any combination of education, training and experience equivalent to:

- Graduation from the twelfth (12) grade and/or experience equivalent to an AA degree
- Six (6) years of custodial experience and three (3) years of which must have been in a supervisory capacity

### **License or Certificate:**

- Possession of valid California driver's license
- Valid First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

**ENVIRONMENT:**

Indoor and outdoor work environment.

Regular exposure to fumes, dust and odors.

As required, must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots, and safety glasses.

**PHYSICAL DEMANDS:**

Employee in this position must have/be able to:

- Lift and/or carry 40 lbs overhead for short distances.
- Occasionally lift and/or carry 75 lbs overhead for short distances.
- Lift and/or carry 40 lbs at waist height for short distances.
- Occasionally lift and/or carry 75 lbs at waist height for short distances.
- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Walk over uneven ground and/or stand for extended periods of time.
- Push/pull up to 100 lbs as necessary
- Bend at the waist, kneel, crouch and stoop.
- Reach overhead, above the shoulders and horizontally.
- Climb ladders and work from heights.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.

**HAZARDS:**

Exposure to cleaning agents and chemicals.

Working on ladders.

Wet/slippery floor surfaces.

**SALARY PLACEMENT**

Management Team Salary Schedule

Tier 6, Range 01

12-month work year

Board Approval: 05/27/14

Management re-alignment effective 03/01/19