

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Custodial Manager
Job Family: Custodial Services
Department: Custodial Services
Typical Work Year: 12 months

Pay Grade: Managerial/Technical
FLSA Status: Non-Exempt
Prepared Date: January 1, 2015

SUMMARY: Assist in supervising custodial personnel in the cleaning and maintenance of assigned buildings, equipment, systems, and grounds in compliance with all safety, health, and District rules and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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| D | 15% | Assist in planning, organizing, supervising, and carrying out projects and activities related to district custodial operations to ensure a clean and safe environment for students and staff. Fulfill long and short term goals to effectively and efficiently manage district custodial building needs. Maintain excellent communications with and customer service to all district facilities. |
| D | 15% | Assist with training, scheduling, coordinating workloads, assigning, supervising and evaluating assigned personnel. Maintain records. Reports, time sheets, and playground logs and maintenance logs. |
| D | 15% | Assist in developing, implementing, and establishing standardized cleaning procedures and training for district custodial personnel. Ensure custodians are performing routine, proactive, and preventative maintenance. Monitor effectiveness of training programs and projects. |
| W | 15% | Assist in cleaning duty coverage for approved absences. |
| W | 15% | Provide technical expertise regarding district custodial operations and equipment. Ensure custodial procedures comply with federal, state, and local regulations including environmental, energy, and safety standards. Conduct safety walk-throughs. |
| W | 10% | Assist in monitoring and managing the custodial supplies and equipment, including ordering, inventory, and procurement. |
| M | 5% | Open buildings, secure buildings, respond to alarms, and conduct some preventive maintenance as needed. On-call in emergency situations. |
| M | 3% | Attend in-service training. Maintain material safety data sheets. |
| A | 1% | Maintain knowledge and train staff in the location and operation of emergency controls. |
| M | 3% | Perform plow duties and snow and ice removal duties to ensure safe access to buildings. |
| Ongoing | 3% | Perform other duties as assigned. |

EDUCATION AND TRAINING: High school diploma or equivalent

EXPERIENCE: At least five years of custodial experience including two years of supervisory experience preferred

CERTIFICATES, LICENSES, & REGISTRATIONS: Valid Colorado driver's license.

- Basic math, writing, communication and computer skills
- Basic computer skills with experience in Word and Excel
- Knowledge of custodial activities training, supplies, and equipment
- Must be able to work assigned shift

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Basic problem solving skills.
- Ability to acquire skills necessary to operate various types of cleaning equipment and snow removal equipment
- Ability to prioritize tasks and adapt to changes without notice.
- Ability to train and supervise others
- Ability to promote and follow Board of Education and District policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with typical office equipment, such as copier, fax machine, E-mail, etc.
- Operating knowledge of custodial methods and procedures
- Operating knowledge of basic custodial equipment

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Custodial Supervisor

Direct Reports: Custodians, Head Custodians

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate				X
Copy			X	
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		

Negotiate	X		
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WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	