

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Manager, Custodial Services	<b>REPORTS TO:</b>	Director, Physical Plant Operations
<b>DEPARTMENT:</b>	Physical Plant Operations	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	026
<b>ISSUE DATE:</b>	February 27, 2007		

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### **BASIC FUNCTION:**

Plan, coordinate, and inspect the work of a large staff of custodial employees performing a variety of diversified custodial duties to ensure compliance with cleaning and safety standards.

### **REPRESENTATIVE DUTIES:**

Plan, coordinate, and inspect the work of a large staff of custodial employees performing a variety of diversified custodial duties to ensure compliance with cleaning and safety standards. *E*

Establish cleaning and safety standards for the district and monitor them with an appropriate quality assurance tool. *E*

Review and measure the quantity and quality of custodial work; conduct inspections and create and maintain reports. *E*

Implement in-house training programs for custodial employees which have been developed in coordination with the Coordinator, Training and Quality Assurance. *E*

Establish goals, objectives, and action plans consistent with the Departments' goals and strategic commitments; implement performance standards which produce expected outcomes to meet the custodial service needs of the District. *E*

Supervise the planning and assigning of custodial staff to all District facilities; maintain service availability on a twenty-four (24) hour basis in order to respond to situations during and after normal working hours. *E*

Participate in testing new materials, equipment, solutions, and devices used in cleaning activities. *E*

Ensure the timely delivery of required equipment and materials to all facilities by coordinating with the stockroom/warehouse. *E*

Ensure compliance with environmental and health and safety regulations and resolve issues within areas of responsibility. *E*

Prepare, review, monitor, and manage the Custodial Services budget. *E*

Seek and implement innovative solutions to challenges arising from fluctuating levels of funding and personnel staffing, emerging technologies, and changing customer requirements. *E*

Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. *E*

Respond to inquiries or concerns in a timely manner by preparing or overseeing the preparation of all required reports and maintaining appropriate records. *E*

Conduct customer satisfaction evaluations to identify concerns, opportunities for service improvement, and ensure excellence of custodial services. *E*

Serve as a liaison with maintenance and landscaping leadership personnel to address custodial service concerns, opportunities for service improvement, and insure excellence of custodial services. *E*

Interview, hire, train, and supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action. *E*

Review and recommend changes to policies, procedures, and programs within assigned responsibilities. *E*

Participate in training programs offered to increase skill and proficiency related to the assignments. *E*

Review current developments, literature, and technical sources of information related to job responsibility. *E*

Ensure adherence to good safety procedures. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to a bachelor's degree in business administration or related field and eight (8) years of recent directly related, progressively responsible experience; experience must include four (4) years in supervision of a custodial services program, preferably in a school-based setting.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organizing, controlling and direction of the program management activities of Custodial Services.  
Building custodial materials/equipment and the occupational hazards and safety precautions necessary in the use and preparation of cleaning chemicals.  
Requirements of the State Department of Education, Health and Rehabilitative Services, and OSHA related to custodial services.  
Safety methods and practices.  
Technical aspects of field of specialty.  
Sound management practices  
Business principles and school administration.  
Budget preparation and control.  
Regulations and procedures related to assigned areas of responsibility.  
Oral and written communication skills.  
Principles and practices of administration, supervision, and training.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience, and courtesy.  
Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize, control and direct the daily program management activities of the Custodial Services Department.  
Initiate concepts for action, analyze problems, and make decisions.  
Communicate effectively with the Board of Education members, staff, business community, public, and government agencies both orally and in writing.  
Develop and monitor complex budgets.  
Interview, hire, train, develop, and evaluate the performance of assigned staff.  
Review existing and pending legislation related to procedural guidelines and safety as it relates to Custodial Services Department.  
Maintain current knowledge of applicable provisions of applicable federal, state, and district laws, rules, and regulations.  
Interpret, apply, and explain rules, regulations, policies, and procedures.  
Establish and maintain cooperative and effective working relationships with others including the public.

ABILITY TO continued:

- Analyze situations accurately and adopt an effective course of action.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Operate a computer and assigned office equipment.
- Read blueprints and specifications.
- Maintain records and prepare reports.
- Estimate labor and material costs.
- Meet schedules and time lines.

**WORKING CONDITIONS:**

ENVIRONMENT:

Office and school sites, indoor and outdoor environments.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to perform assigned duties; lifting light objects.

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