Custodial Services Manager

Purpose Statement
The job of Custodial Services Manager is done for the purpose/s of overseeing custodial services and activities; supervising custodial employees; and scheduling work assignments within established timeframes and standards.

This job reports to the Director of Facilities and Grounds.

ESSENTIAL Functions
- Coordinates with district personnel for the purpose of implementing and maintaining custodial services and/or programs.
- Ensures that custodial equipment is available and in good working order for the purpose of having equipment in safe operating condition.
- Facilitates monthly custodial supervisor meetings and attends district meetings for the purpose of identifying appropriate actions, developing recommendations, supporting other staff, and serving as a District representative.
- Inspects custodial work with the custodial supervisors for the purpose of ensuring site safety, maintaining cleaning standards, organizing and scheduling needed maintenance.
- Manages a preventive maintenance program for all district custodial equipment for the purpose of ensuring proper maintenance of facilities and equipment.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Oversees workload of department (e.g. tracks absences and assigns float custodians as appropriate, develops and maintains schedules, etc.) for the purpose of maximizing the efficiency of the work force and meeting operational requirements.
- Participates in an on-call rotation and responds to emergency repair situations during or after hours for the purpose of resolving immediate safety concerns.
- Prepares a variety of materials (e.g. custodial services Board of Education report, records required by law and district policy, update MSDS sheets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Procures custodial equipment and materials for the purpose of recommending and assisting in the selection of supplies and equipment to be stocked in the district warehouse for use by custodial staff and for general custodial purposes.
- Recommends plans, specifications and cost estimates (e.g. snow/ice removal, floor replacements and refinishing, etc.) for the purpose of implementing repairs and improvement projects.
- Researches a variety of topics for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of resources from other work units may be 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: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, 35% 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:  

**FLSA Status**  
Exempt  

**Approval Date**  
4/21/2022  

**Salary Grade**  
See Administrator Salary Schedule  

**Required Testing**  
None Specified  

**Certificates and Licenses**  
None Specified  

**Continuing Educ. / Training**  
Asbestos maintenance and operations training within 30 days of hire Annual two hour refresher course  

**Clearances**  
Criminal Justice Fingerprint/Background Clearance  

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.