Purpose Statement

The job of Custodial Quality Assurance Support Manager is done for the purpose/s of ensuring compliance with the Liberty Public Schools custodial cleaning standards and expectations. The Custodial Quality Assurance Support Manager makes routine quality assurance inspections; trains, mentors, develops, and implements services in compliance with established guidelines; and serves as a member of the Custodial Services leadership team.

This job reports to Custodial Services Manager

Essential Functions

- Assists with planning and conducting comprehensive professional development training within the custodial department for the purpose of providing continual education.
- Assists in retraining existing employees for the purpose of maintaining standardized cleaning procedures.
- Collaborates in the planning, selection and procurement of custodial cleaning equipment for the purpose of maintaining or improving efficiencies in custodial services.
- Inspects custodial equipment for the purpose of ensuring routine operator level maintenance is performed, equipment is ready for use, and meets life expectancy.
- Monitors and enforces the observance of safety regulations within all areas of related duties, to include universal waste and other hazardous materials for the purpose of ensuring safety measures and regulations are followed.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs regular evaluations of cleaning methods and practices for the purpose of ensuring maximum efficiency and effectiveness.
- Performs regularly scheduled inspections of buildings and individual custodial job runs within these buildings to monitor cleaning tasks and frequencies for the purpose of ensuring cleaning standards are met.
- Provides custodial training and onboarding of new hires for the purpose of ensuring standardized practices within the custodial department.

Other Functions

- Assists in the planning and directing of snow and ice removal operations both during and after normal working hours for the purpose of ensuring access and safety.
- 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 single, 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; and developing effective working relationships.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel processes; pertinent policies, applicable regulations and/or laws; education code; and budget management and accounting.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently 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 diversity of individuals and/or groups; 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 frequently 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: 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.

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; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to affect 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, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 75% walking, 20% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Lifting requirements 50 lbs. waist high

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

Required Testing
Essential Function Test
Physical Exam

Certificates and Licenses
Class E Driver's License

Continuing Educ. / Training
Asbestos maintenance and operations training within 30 days of hire
Annual blood born pathogen safety training

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status Approval Date Salary Grade
Non Exempt 7/1/2022 See Classified Salary Schedule

Revised Date

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.