

**TITLE: Custodial Services Coordinator**

## **DRAFT**

### **QUALIFICATIONS:**

Any combination of education and experience equivalent to high school diploma or G.E. D. Certificate or demonstrated progress toward obtaining a G.E. D. as required by Kentucky Law and demonstrated ability and experience in custodial duty coordination.

### **REPORTS TO:**

Operations Manager

### **PRIMARY JOB GOAL:**

To keep the district's facilities and grounds in such a state of operating excellence that they enhance the educational program and do not cause interruptions or problems in the district's instructional process.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Comprehensive knowledge of modern management practices and the ability to apply this knowledge to the needs of the school district; demonstrate ability and experience in facility and custodial management; ability to plan, organize, and coordinate district facility needs at all levels; coordinates and oversees outsourced contractors; ability to work a flexible schedule in order to meet the demands of the job; possess the necessary literacy and supervisory skills to supervise custodial staff in an efficient and effective manner; ability to communicate clearly both orally and in writing with all factions of the school community; ability to develop effective working relationships with the entire school community; strength and dexterity necessary to perform all required tasks including moving and transporting equipment and supplies to places where work is to be performed which may involve stooping, bending, working in tiring, uncomfortable positions, and from ladders, scaffolds, etc., and ability to work out-of-doors in uncomfortably warm, cold, or inclement weather; possess basic computer literacy skills.

### **PERFORMANCE RESPONSIBILITIES:**

- Works under the direction of the Operations Manager in doing facility maintenance and in making necessary repairs to keep the buildings, grounds, and equipment in a good state of repair.
- Works in repairing plumbing fixtures, leaks, piping systems.
- Oversees operation of power equipment and verifies equipment is in safe and proper operating condition.
- Oversees snow removal operations on district property.
- Participates in the sweeping, raking, and picking up of trash and other debris from district grounds.
- Participates in the maintenance of district parking lots, walks, driveways, play areas, fences, etc.
- Constructs, builds, and repairs district equipment and facilities including various wood and metal structures, equipment, and furniture.
- Assists in performing a variety of skilled work in building and grounds maintenance and repair of district facilities including repairs to doors, windows, roofs, and other building and equipment parts.
- Assists in setting up for special events; moves furniture.
- Operates a variety of equipment; maintains tools and equipment in a safe, clean, and proper working condition.
- Maintains grounds, facilities, and equipment including installing and repairing wire fences, mesh wires, signs, and playground equipment.
- Organizes, plans, and directs custodial and facility needs and related activities.
- Assist with hiring, supervising and evaluating all custodians.
- Assists in the orientation and training of all custodial employees new to the district.
- Determines cleaning schedules (waxing, spray buffing, etc.) and manages all summer cleaning.
- Maintains a system to order and deliver all custodial supplies to schools as needed to reduce product waste and disappearance.
- Coordinate and bids textile contracts for the District.
- Visits each school/area a sufficient number of times on a regular basis to insure proper implementation of the district cleaning program at each building.

- Coordinate and oversees all District roofing projects.
- Coordinate bids and oversees all District painting needs and flooring repairs or remodels.
- Prepares required reports and assures the preparation and maintenance of department records; prepares and delivers oral reports as required.
- Maintains a current inventory of supplies and custodial equipment.
- Establishes an efficient and effective system of routine maintenance and preventive care on custodial equipment
- Purchases necessary maintenance parts and equipment with the coordination of the Operations Manager and keeps accurate records and inventories.
- Promotes high standards of safety and good housekeeping methods in all work areas.
- Maintains an accurate filing system containing some confidential information.
- Inputs data into the district facility programs; prepares related bids.
- Compiles and maintains the Custodial Training notebooks.
- Makes calls to vendors to ensure orders are available and proceeding.
- Assist in compiling notebooks at schools and Central Office for Material Safety Data Sheets.
- Performs related duties and assumes other responsibilities as may be assigned by the Superintendent.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT											
1. Check the frequency and number of hours a day the worker is required to do the following specific types of activities:											
ACTIVITY	FREQUENCY		# OF HOURS A DAY								
	CONTINUOUS	INTERMITTENT	1	2	3	4	5	6	7	8	8+
a. Sitting		X								X	
b. Walking		X	X								
c. Standing		X	X								
d. Bending		X	X								
e. Squatting		X	X								
f. Climbing		X	X								
g. Kneeling		X	X								
h. Twisting		X	X								
i. Lifting		X	X								

<b>LIFTING</b> _____ 0-10 lbs.      _____ 11-15 lbs.      _____ 16-30 lbs.      ____X____ Over 31 lbs.		
2a. HAND MANIPULATION REQUIRED? ____X____ Yes (If yes, complete 2a,2b,2c,2d,2e) _____ No		
2b. Repetitive hand movements? ____X____ Yes      _____ No		
2c. Simple Grasping?	Right Hand Yes ____X____ No _____	Left Hand Yes ____X____ No _____
2d. Power Grasping?	Right Hand Yes ____X____ No _____	Left Hand Yes ____X____ No _____
2e. Pushing Pulling?	Right Hand Yes ____X____ No _____	Left Hand Yes ____X____ No _____
2f. Fine Manipulation:	Right Hand Yes ____X____ No _____	Left Hand Yes ____X____ No _____

3. (a) Does the job require worker to reach or work above the shoulder? ____X____ Yes      _____ No Frequency? _____ (b) Reaching at or below shoulder level? ____X____ Yes      _____ No Frequency? <u>As needed</u>
4. Does the job require use of his/her feet to operate foot controls or repetitive movement? ____X____ Yes      _____ No

No

5. Are there special visual or auditory requirements? \_\_\_\_\_ Yes ☒ No

If yes, please describe (i.e. working with computer terminal):

**WORK ENVIRONMENT:**

a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions? ☒ Yes \_\_\_\_\_ No

b. Is the employee exposed to fumes or airborne particles? \_\_\_\_\_ Yes ☒ No

If yes, please specify:

**BLOOD/FLUID EXPOSURE RISK: (check the right category)**

☒ Category I: Tasks involve exposure to blood, fluid, or tissue

\_\_\_\_\_ Category II: Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require performing unplanned Category I tasks.

\_\_\_\_\_ Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

**TERMS OF EMPLOYMENT:**

Up to 240 days of employment; salary to be established by the Board of Education.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Classified Personnel.

Created: **March 27, 2008**

I have read and understand the terms set forth in this job description.

Signature of Employee \_\_\_\_\_

Date Signed \_\_\_\_\_