

MEMO

TO: Dr. Althea Hurt, Director of Human Resources

FROM: Danny Clemens, Director of Facilities

Date: July 15, 2025

RE: Lead Day Custodian Position Title Change Request- Plant Manager **DC**

I'm writing to formally request a title change for the position currently designated as "School Day Custodian" to "Plant Manager." This change reflects the evolving responsibilities and scope of duties associated with this role and aligns with similar positions in other districts.

Justification for Title Change:**1.Expanded Responsibilities:**

The individual in this role is responsible not only for daily cleaning tasks but also for supervising maintenance personnel, coordinating repairs, overseeing facility operations, managing vendor contracts, and ensuring compliance with safety and building regulations.

2. Professional Scope:

The title "Plant Manager" more accurately represents the operational oversight and leadership functions performed, such as:

- Managing HVAC systems, plumbing, and electrical infrastructure
- Scheduling and overseeing external contractors and facility inspections
- Managing custodial budgets and inventory for maintenance supplies
- Emergency response and disaster readiness coordination

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3. Industry Standards:

Many school districts and private institutions have transitioned to “Plant Manager” or “Facility Manager” titles to reflect modern job descriptions and to support professional development, recruiting, and retention of qualified personnel.

4. Employee Morale and Equity:

Updating the title recognizes the complexity and value of the work being performed. It signals institutional respect and may improve job satisfaction and accountability.

I respectfully request that the district update the title “School Day Custodian” to “Plant Manager.” The current job description can remain, with no immediate impact on the salary structure unless otherwise reviewed.

Thank you for your consideration

Danny Clemens
Director of Facilities
Bullitt County Public Schools