

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: CUSTODIAL AREA MANAGER MAINTENANCE DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs a variety of team leader, quality control, equipment transfer and administrative work in order to coordinate and oversee custodial services provided at a group of schools and support facilities. Work involves inspecting assigned buildings to ensure proper custodial services are being provided, assisting in training custodial staff, assisting in evaluating custodial products to be use in the system, supervising tasks associated with completing special projects, and assisting to ensure that OSHA and environmental standards are adhered to and maintained. Work also includes performing administrative tasks associated with writing up findings of facility inspections, making recommendations with respect to corrective actions necessary in deficient areas and entering appropriate data into custodial software in order to create a plan/schedule of work for each building/facility. Employee must exercise independent judgment and initiative to perform and complete necessary job functions. Employee must also exercise tact and courtesy in frequent contact with school officials, employees, and the general public. Employee reports to the appropriate supervisor.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Maintains close contact with school principals and lead custodians to ensure that system standards are maintained and to ascertain training needs.

Provides quality control assurance of custodial work performed in assigned buildings by inspecting the work performed by custodians.

Writes up findings of building inspections, listing deficient areas and recommendations for correction.

Provides on-the-job training to improve/correct job performance of custodians.

Assists in training custodial staff on job functions and hazards of the work place.

Assists with training sessions and seminars for custodians in proper equipment use, chemical use, safety, proper cleaning methods, and trouble shooting.

Upon request assists principals and lead custodians in planning, organizing and implementing the summer cleaning effort.

## **CUSTODIAL AREA MANANGER**

Acquires and disposes potentially toxic and bio-hazardous materials.

Performs periodic inspections to assist in ensuring that OSHA standards and environmental concerns are adhered to and maintained by custodial staff.

Provides assistance in system-wide household and custodial chemical make-up for chemical volatility and appropriateness for use in public institutions.

Responds to emergencies relating to facility damage.

Checks custodial equipment to make sure it is in proper working condition and maintained properly. Makes recommendations on equipment replacement.

Ensures general repairs such as changing belts, bags, filters, hoses, etc., are performed as necessary. Assists with trouble shooting equipment repair issues.

Performs administrative tasks associated with receiving information and entering appropriate data in custodial software in order to create a plan/schedule of work for each assigned building/facility.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school and 3 to 5 years experience in custodial and maintenance work, with some experience in the use and operation of personal computers preferred; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

### **SPECIAL REQUIREMENT**

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GAP, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

## CUSTODIAL AREA MANANGER

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of equipment and machinery including calculators, motor vehicles, hand tools, etc. Must be able to exert up to 25 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to push, pull, and carry or otherwise move objects.

Physical demand requirements are for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to assistants or subordinates.

**Language Ability:** Requires the ability to read correspondence, reports, forms, invoices, purchase orders, logs, diagrams, inspection notices, etc. Requires the ability to prepare correspondence, reports, forms, work orders, specifications, purchase orders, etc., according to prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of instructions furnished in oral, written, diagrammatic or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical languages including mechanical and electrical terminology.

**Numerical Aptitude:** Requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide; to utilize decimals and percentages; and apply the theories of algebra.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

## **CUSTODIAL AREA MANANGER**

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

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

Train, supervise and evaluate personnel.

Plan, organize and coordinate custodial services.

Determine appropriate action within clearly defined guidelines.

Read, interpret, apply and explain rule, regulations, policies and procedures.

Maintain records and reports.

Assure compliance with local laws and procedures.

Prioritize and schedule work.

Work independently with little to no direction.

Use cleaning supplies, materials, equipment and methods according to established standards.

Maintain classrooms, offices and other school facilities in a clean, safe and secure condition.

Maintain assigned tools, equipment in a clean and proper working condition and provide proper security.

Observe and report safety hazards and need for maintenance and repair.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.