

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

DIRECTOR - BUILDING SERVICES

CUSTODIAL, HEALTH AND SAFETY, WAREHOUSE DIVISION

GENERAL STATEMENT OF JOB

Under limited supervision, assist with planning, developing, and administering the district-wide custodial program to achieve and maintain appropriate level of housekeeping, cleanliness and sanitation. Work involves performing site survey of facilities to ensure cleanliness and facilitate the success of site-based custodians; assist with developing and presenting for staffing and budgeting purposes the identification of custodial allocations for the district; oversee all district-wide custodial operations to ensure that custodial needs are met, and OSHA standards are maintained by all district staff. Responsibilities also include overseeing warehouse/logistics for district wide delivery of new/used furniture, surplus, textbooks, etc. Work also involves contract quality control administrative responsibilities associated with contracts issued in support of cleaning carpets, gym floor screenings, etc., as well as preparing required routine reports. Employee must exercise considerable independent judgment and initiative to perform and complete necessary job functions. Employee must also exercise considerable tact and courtesy in frequent contact with school officials, employees, and the general public. Supervises the planning, development, and administration of all district-wide custodial operations to achieve and maintain the appropriate level of housekeeping cleanliness and sanitation. Supervises the planning, development, and administration of district wide OSHA guidelines. Work involves coordinating and supervising staff to ensure parts inventory operations are carried out in an accurate and timely fashion, ensuring compliance with all local and state laws, regulations, and policies. Responsible for maintaining various financial and inventory records and producing appropriate monthly reports regarding operational activities. Employee reports to the Senior Executive Director of Facilities and Building Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assist with directing the system-wide custodial services effort to ensure that custodial needs are met, and OSHA standards are maintained by custodial staff.

Assist with developing and oversight of the custodial allocations for the district.

Assist, when requested, with the development and training of a site's custodial staff on job functions and hazards of the workplace.

Supervise Custodial Area Managers to ensure all district custodial operations are being met.

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Supervises and coordinates in the receipt, stocking, and distribution of parts inventory for the Building Services to ensure accurate inventory accountability.

Supervises parts inventory personnel to ensure that assigned operations are performed in compliance with all organizational rules and regulations.

Supervise Warehouse department/Logistics operations and staff.

Assist with developing, planning, organizing, and conducting training sessions for custodians in proper equipment use, chemical use, and safety, proper response to emergency situations, proper cleaning methods, and trouble shooting.

Assist with developing, planning, and responding to emergencies relating to facility damage and organizing site custodial staff to handle the situation.

Work also involves contract quality control administrative responsibilities associated with contracts issued in support of cleaning carpets, windows, gym floors, school stages, etc., as well as preparing required routine reports.

Meet with vendors to discuss custodial/warehouse products, research and test products and cost analysis.

Ensure the appropriate documentation is created to support each project and the necessary auditing update entries are made to the documentations. Review appropriate documentation for accuracy and timeliness.

Supervises the Health and Safety Department to ensure OSHA guidelines for district are met.

Ensures parts storage area is organized and maintained in a safe and clean fashion.

ADDITIONAL JOB FUNCTIONS

Ensures parts records are maintained and produces monthly reports identifying inventory shortages, parts to be requisitioned, and parts received, issued, and maintained and other management and financial reports for review by the senior Executive Director of Building Services.

Identifies and recommends equipment and supply needs for district-wide custodial effort.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented by vocational or technical courses in business management, facilities management or a related field, and 6 to 9 years' experience in custodial supervision; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

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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 GA-P, "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.

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 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.

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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.

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

Considerable knowledge of appropriate cleaning methods and proper use of chemicals for cleaning.

Considerable knowledge of the duties of all custodial staff.

Considerable knowledge of the proper storage and disposal of various cleaning chemicals and hazardous material.

Considerable knowledge of rules and regulations regarding asbestos.

Considerable knowledge of safety precautions and warning signals regarding school building equipment.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of appropriate responses to various emergency situations.

Ability to troubleshoot the need for custodial services.

Ability to estimate the material and manpower requirements for custodial projects.

Ability to coordinate and monitor contract custodial work.

Ability to maintain logs and records.

Ability to develop and administer training programs designed to train others in the use of various types of cleaning equipment.

Ability to organize and direct the activities of large work groups.

Ability to train, support and counsel staff.

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Ability to develop and implement work schedules.

Ability to establish and maintain moderately complex records and files, and to prepare reports from such data.

Ability to communicate effectively both orally and in writing.

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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.