

GUILFORD COUNTY SCHOOLS
JOB TITLE: PROGRAM ADMINISTRATOR II - CUSTODIAL SERVICES
MAINTENANCE DIVISION
AUXILIARY SERVICES 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 purpose the identification of custodial allocations for the district; assist principals when requested with directing district-wide custodial services to ensure that custodial needs are met and OSHA standards are maintained by custodial staff. Responsibilities include assisting principals in developing, organizing and directing the activities of custodial staff for GCS; assisting when requested with the screening of all applicants; assisting with the selection of custodial employees; planning, developing, organizing, and conducting training on job functions and hazards of the work place. Responsible for administrative support (to include budgetary) needed to provide temporary employees as support persons to off-set man-power shortages created as a result of permanent staff absenteeism. Work also involves the administration of contracts in support of cleaning carpets, windows, blinds, gym floors, school stages, etc., including requests for quotations, bid solicitation, and contract award, etc., as well as preparing required routine reports. Recommend for purchase equipment and supplies needed in support of the custodial effort; responsible for the management of the repair of all custodial equipment purchased within the district. 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. Employee reports to the Director of Maintenance.

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.

Develop and maintain the district-wide custodial allocations for each site.

Assist when requested with developing, organizing and directing the activities of a custodial staff for a site.

Assist site administrators with the screening of applicants; recommends and assists when requested by site administrators with the selection of personnel for employment as a custodian.

Assist when requested with the development and training of a site's custodial job functions and hazards of the work place.

Development, plans, organizes, and conducts training sessions for custodians in proper equipment use, chemical use, and safety, proper response to emergency situations, proper cleaning methods, and trouble shooting.

Develops, plans, and responds to emergencies relating to facility damage and organizes custodial staff to handle the situation.

Responsible for ensuring procedures are properly identified for the placing of temporary manpower resources to supplement personnel deficiencies.

Work also involves the administration of contracts in support of cleaning carpets, windows, blinds, gym floors, school stages, etc., including requests for quotations, bid solicitation, and contract award, etc., as well as preparing required routine reports.

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

Responsible for ensuring procedures are properly identified for placing temporary manpower resources to supplement personnel deficiencies.

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.

ADDITIONAL JOB FUNCTIONS

Identifies and recommends equipment 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.

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 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.

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.

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.