



JOB TITLE	DEPARTMENT	REPORTS TO
Custodial Area Manager	Facilities and Maintenance	Custodial Coordinator

Position No: 79010	Length of Work Year: 12 Months
Salary Schedule: N21	Date Approved: 6/25/13
FSLA: Exempt	Date Revised: 3/7/23

JOB GOAL
Perform managerial and supervisory duties for custodial services for a group of school plant managers, sites and personnel. Collaborate with administrators, custodial staff, and maintenance staff to develop and operate an efficient system of schools while complying with state standards, School Board policies and procedures.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High School Diploma or equivalent, Bachelor's degree preferred. 2. Five (5) Years successful supervisory experience in custodial maintenance and plant operations; minor building and equipment repairs; cleaning and landscape maintenance. 3. Basic skills and safety knowledge in the areas of electrical, plumbing, heating, ventilation, and air conditioning (HVAC), landscaping, and other trade skills. 4. Florida School Plant Management Association (F.S.P.M.A.) Master Custodian certification or equivalent or become certified within two years of appointment. 5. Experience working with computer technology used in the maintenance department. 6. Ability to follow and give instructions (both verbal and written) in the completion of an assigned task. 7. Successful management of custodial or similar budgets. 8. Experience at personal evaluations, discipline and coaching staff. 9. Valid Florida driver's license. 10. Ability to perform the duties and responsibilities of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Ensure that the schools assigned provide the proper environment for instruction including but not limited to temperature, ventilation, cleanliness and safety. 2. Oversee and assist plant managers in the development of work schedules and assignments of staff to ensure that facilities are efficiently cleaned and maintained including school grounds. 3. Supervise assigned staff and assist plant managers with their staff supervision in accordance with federal, state, and local district employment laws, policies, union contracts, and regulations. 4. Responsible for budgetary control of custodial budgets at assigned schools, maintaining proper inventory, supplies, replacement schedule of equipment and proper maintenance of equipment. 5. Communicate effectively with school administration, district office, and district maintenance staff regarding facility requests, maintenance work order system, cleaning progress, and other facility issues. 6. Provide and assure that plant managers integrate staff training in proper cleaning and maintenance techniques for all staff. Evaluate employee performance with assistance from supervisor and site administrator in accordance with local district policy and utilize appropriate procedures in monitoring employee performance. 7. Oversee that records are maintained at school sites for maintenance of all equipment and facilities by maintaining accurate and detailed service logs, inventories of both equipment

and supplies, employee training logs and other documentation as required by department procedures.

8. Maintain cost controls for assigned schools through adherence to district procedures for purchasing and receiving of equipment and supplies.
9. Review daily staffing needs and properly allocates staff to meet school needs.
10. Ability to work flexible work hours as required and respond to emergency situations.
11. Respond to safety issues in an expedient and effective manner.
12. Perform assigned tasks in a timely and efficient manner.
13. Perform assigned tasks with a high standard of quality.
14. Perform other such tasks as assigned by supervisor.

PHYSICAL DEMAND CLASS:

Heavy (H) - Frequent lifting and carrying of objects weighing 25-50 pounds. Infrequent lifting and carrying of objects weighing 51-100 pounds. Continuous standing and/or walking is required to carry out duties. Occasional walking at a fast pace and/or running may be required.