



JOB TITLE	DEPARTMENT	REPORTS TO
Custodial Plant Manager	Facilities and Maintenance	Area Manager or Coordinator of Custodial Services

Position No: 79010	Length of Work Year: 12 Months
Salary Schedule: P31	Date Approved: 8/11/09
FSLA: Exempt	Date Revised: 6/25/13; 9/5/13; 1/31/14; 5/23/18; 4/16/19

JOB GOAL
Perform managerial and supervisory duties related to operating a school district facility. Collaborate with others in the school and school district to operate an efficient facility while complying with state standards, School Board policies and procedures.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High School Diploma or equivalent. 2. 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. 6. Valid Florida Driver's License. 7. Proven ability to express ideas clearly and concisely, orally and in writing. 8. Ability to perform the duties and responsibilities of the position. 9. Successful completion of a Physical Capacity Test specific to the essential functions and measured physical demands of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To ensure that classrooms and other areas of the facilities assigned provide the proper environment for instruction including but not limited to temperature, ventilation, cleanliness and safety. 2. Develop work schedules and assign duties as appropriate to ensure that classrooms and other areas of the assigned facilities are efficiently cleaned and maintained including school grounds. 3. To supervise assigned staff in accordance with federal, state, and local district employment laws, policies, union contracts, and regulations. 4. To communicate effectively with school administration, district office, and district maintenance staff regarding facility requests, maintenance work order system, cleaning progress, and other facility issues. 5. To provide and integrate staff training in proper cleaning and maintenance techniques that promotes multi-skilled employees and standards for evaluating employee performance. 6. Evaluate employee performance with assistance from administration in accordance with local district policy and utilize appropriate procedures in monitoring employee performance. 7. Provide for the proper maintenance and operation of all equipment and machinery (except instructional) on the school site. 8. Ensure a high degree of accountability through maintaining accurate and detailed service

- logs, inventories of both equipment and supplies, employee training logs and other documentation as required by department procedure and local, state, or federal regulation.
9. Maintain cost controls through adherence to district procedures for purchasing and receiving of equipment and supplies.
 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. To 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.

For the Position of: **CUSTODIAL PLANT MANAGER**
PDC Test Level: MEDIUM

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Candidates will be required to successfully complete the following job specific tests prior to being recommended to the School Board for hire.

Job Specific Task I

Task Simulated: Lifting to dispose of full garbage bag

Equipment Used: Bag weighted to 50 lbs., garbage can

Description of Task Simulation 1: Candidate will demonstrate the ability to lift the 50 lb. bag from a 38-in height garbage by grabbing it at hand-hold position of their choice to remove it from the can (including use of tipping the can if necessary) to the floor to then return the bag to the starting point. This is to be done for one repetition.

Job Specific Test II

Task Simulated: Cleaning

Equipment used: broom/mop handle

Description of Task Simulation 2: While holding one end of the handle, candidate will demonstrate ability to reach overhead to their arm's length for 1-minute to simulate cleaning overhead. Candidate will then transition to kneel, squat, or stoop to have handle at floor level for 1-minute to again simulate cleaning under desk or table. This is to be done for 1 repetition.

Job Specific Task III

Task Simulated: Climbing

Equipment used: Stepladder

Description of Task Simulation 3: Using available handholds, the candidate will demonstrate ability to climb up/down to the 3rd or 4th rung and repeat until total of 12 rungs are completed.

Job Specific Test IV

Task Simulated: Stair climbing

Equipment Used: 8-inch step

Description of Task Simulation 4: Using an 8-inch step, candidate will demonstrate ability to climb up/down 20 steps. If the candidate completes at least 20 steps safely during the 3-minute step test, mark this task as Completed Acceptably.