

TITLE:**ASSISTANT CHIEF, CUSTODIAL**

FLSA: Non-Exempt

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. At least three years in custodial or managerial work.
3. At least three years project, program or personnel supervisory experience.
4. Valid Florida driver's license.
5. Ability to communicate effectively, both written and verbal.
6. Valid Pesticide License or willingness to acquire.
7. Computer and technology experience.
8. Additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

REPORT TO: Director of Support Services

JOB GOAL: To effectively direct the function of the basic maintenance, safety and security, and custodial functions of educational facilities. To ensure that all property, grounds, athletic facilities and school plants are in good condition to maximize optimal educational operations and maintain a safe environment.

PERFORMANCE RESPONSIBILITIES:

*Essential Performance Responsibilities

- * 1. Communicate effectively with district and non-district personnel at all levels and follow directions of supervisors.
- * 2. Ability to discuss and coordinate custodial cleaning, lawn care, and basic maintenance at district facilities.
- * 3. Ensure that the quality of custodial services meet established guidelines by inspecting the work of custodial personnel and Plant Managers. Assist with corrective actions when necessary.
- * 4. Inspect facilities and develop custodial, grounds keeping and other basic maintenance guidelines in a documentable format.
- * 5. Possess knowledge of methods, tools, equipment and necessary safety precautions used in custodial work.
- * 6. Assign Plant Manager in custodial priorities and monitor to ensure the supervision of all custodial personnel in the performance of their assigned duties.
- * 7. Review basic maintenance requests to ensure the general maintenance, upkeep, and repairs to the educational facility are completed and monitored in a safe and timely manner.
- * 8. Assist in the preparation of budgets for the purpose of recommending new and replacement equipment and supplies in a cost effective manner.
- * 9. Create and maintain written records and reports as necessary for the administration of assigned duties.
- * 10. Develop and implement training programs, cleaning and personnel monitoring schedules for custodial personnel to improve proficiency and safety.
- * 11. Perform evaluations of personnel supervised and provide improvement strategies as needed.
- * 12. Responsible for handling emergencies after normal work hours and respond to all calls promptly.
- * 13. Consults with building principals regarding the establishment of custodial standards and follow up for cleaning campuses.
- * 14. Utilize technology effectively to enhance work completion and tracking' of personnel, to include computers, programs and cell phones.
- * 15. Develop a district wide custodial work plan with annual and seasonal cleaning schedules and coordinate its implementation with input from the Superintendent, Board, and staff.
- * 16. Establish daily, weekly, monthly and annual cleaning, minor painting and other needed routine custodial services. This will include pressure washing, athletic facilities, fencing, grounds, sanitation, safety and other schedules.
- * 17. Assist with hurricane shelters and emergency situations as needed.
- * 18. Perform other duties as assigned by the supervisor.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The employee is frequently required to stand and walk; climb or balance, stoop, kneel, crouch or crawl; and taste or smell. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the District's approved compensation schedule.
Length of the work year and hours of employment shall be those established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.