



DIRECTOR, CUSTODIAL SERVICES

GENERAL RESPONSIBILITIES

Responsible for providing leadership for the custodial services program, insuring that the department is operated in accordance with federal, state and local policies, directing responsibility for the department's budget and must ensuring fiscal soundness.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develop a comprehensive budget that includes personnel, supplies, equipment, uniforms and other elements of the custodial services program.
- Interface with each school building administrator constantly to ensure quality service.
- Recommend employees to principals for interviews in schools.
- Approve and monitor assignments for custodians that report to the custodial services department. Analyzes the substitute list and keeps it updated.
- Review monthly school inspections for each school.
- Perform orientation service for new employees.
- Monitor pest control program for school division.
- Approve all purchase orders and work requests.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of cleaning materials, supplies and equipment; thorough knowledge about building fixtures and equipment; ability to express ideas clearly, both orally and in writing; ability to plan, train and supervise the work of subordinates in a manner conducive to full performance and high morale; ability to establish and maintain effective working relationships with school officials and associates; ability to provide leadership to all of the employees and to instill organizational goals; ability to visualize the future direction of the custodial services department and its relationship to the educational process; ability to heightening the professionalism of the entire department, both real and perceived, knowing that professionalism will lead to greater empowerment and success.

EDUCATION AND EXPERIENCE

Bachelor's Degree. Extensive experience in custodial and building maintenance work including extensive supervisory experience.

A comparable amount of training and experience may be substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 6/00
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