

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Director II, Custodial Services	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Transportation	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	225 Days
<b>BOARD APPROVAL:</b>	May 7, 2019	<b>SALARY:</b>	Range D1 / Tier IV Management Salary Schedule

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**SUMMARY DEFINITION:** Under the direction of the assigned supervisor, organize and direct District custodial services to assure buildings and facilities are maintained in a clean, safe, and orderly condition; coordinate communications, projects, resources and personnel to meet District custodial needs and assure smooth and efficient activities; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:** Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

**E= Essential Functions**

Organize and direct District custodial services to assure buildings and facilities are maintained in a clean, safe, orderly and secure condition; establish and maintain custodial time lines and priorities; assuring that activities comply with established safety and health requirements and applicable laws, codes, regulations, policies and procedures. **E**

Coordinate communications, projects, resources and personnel to meet District custodial needs and assure smooth and efficient activities; serve as a liaison between school principals and custodial staff; provide technical expertise and advice concerning special needs and problems regarding the care and cleaning of school site facilities; help resolve custodial issues and conflicts. **E**

Design and implement training programs for custodial staff; formulate, develop and revise custodial handbooks, rules, regulations, policies and procedures. **E**

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, and disciplinary actions; develop employee schedules, assign employee duties and review work to assure compliance with established standards and procedures; arrange for substitute employees as needed. **E**

Develop and implement custodial projects and daily activities; inspect completed projects for accuracy, completeness and compliance with established requirements; confer with staff regarding custodial needs, projects and activities; monitor and adjust activities in response to custodial needs. **E**

Estimate and recommend materials and equipment needed for custodial operations, projects and activities; monitor, order, receive and maintain adequate inventory levels of supplies and equipment; test new supplies and equipment and recommend purchases as appropriate; review, process and authorize requisitions for custodial supplies and equipment. **E**

Support the cleaning of classrooms, restrooms, lounges, offices, hallways and other facilities; organize and direct the sweeping, scrubbing, mopping, stripping, waxing and polishing of floors; assure efficiency, cost effectiveness, and compliance with proper technique and standards of quality. **E**

Coordinate and oversee the preparation of facilities and set-up and assembly of chairs, tables and other furniture and equipment for special events and activities; supervise the clean-up of furniture, equipment and debris following these events. **E**

Operate custodial equipment and arrange for major maintenance and repairs as needed. **E**

Develop schedules and methods for providing custodial services; identify custodial needs and allocate resources appropriately; recommend and assist in the implementation of custodial goals and objectives; make recommendations concerning custodial staffing at schools. **E**

Compile information and prepare and maintain a variety of records, reports and files related to inspections, projects, personnel and assigned activities. **E**

Communicate with District personnel, administrators and various outside agencies to exchange information, coordinate activities and resolve issues and concerns. **E**

Collaborate with appropriate officials of outside agencies in assuring District compliance with safety and health requirements; prepare related correspondence and documentation. **E**

Operate standard office equipment including a computer and assigned software; drive a vehicle to conduct work. **E**

Participate in the preparation of specifications for building and site improvements and outside maintenance contracts as directed. **E**

Attend and participate in various meetings as assigned. **E**

Performs other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

#### **TRAINING, EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Graduation from high school or equivalent and five years increasingly responsible experience in custodial services and operations. Completion of college-level coursework, training and/or certification as a custodial manager, lead/supervisory experience in custodial management, and school district experience is highly desirable.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

#### **TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:**

Proficient ability to use a personal computer; software and databases specific to the District, Internet, and Microsoft Outlook. Ability to use telephone, hand-held radio, cellular telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

**KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.**

**KNOWLEDGE OF:**

Organization and direction of the operations and activities involved in the cleaning of District buildings and facilities.

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Modern cleaning methods including methods of cleaning floors, carpets, furniture, walls and fixtures.

Inventory practices, procedures and requirements for custodial activities.

Applicable laws, codes, regulations, policies and procedures.

Practices, procedures and techniques involved in the development and implementation of custodial projects and daily activities.

Requirements of maintaining District buildings in a safe, clean and orderly condition.

Principles and practices of supervision and training.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

Record-keeping and report preparation techniques.

**ABILITY TO:**

Organize and direct District custodial services to assure buildings and facilities are maintained in a clean, safe, orderly and secure condition.

Coordinate communications, projects, resources and personnel to meet District custodial needs and assure smooth and efficient activities.

Train and evaluate the performance of assigned personnel.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Supervise the cleaning of classrooms, lounges, offices, hallways and other facilities.

Estimate labor, material and equipment requirements for projects and activities.

Plan, develop, implement and inspect custodial projects and daily activities.

Coordinate and oversee the preparation of facilities and set-up and assembly of chairs, tables and other furniture and equipment for special events and activities.

Operate a computer and assigned software.

Plan and organize work.

Meet schedules and time lines.

Work independently with little direction.

Communicate effectively both orally and in writing.

Maintain various records related to assigned activities.

Establish and maintain cooperative and effective working relationships with others.

Use assigned software at an introductory level.

**LANGUAGE SKILLS:**

Ability to read, write and speak in English. Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions and procedure manuals, including policies and procedures and equipment manuals; to write complex and detailed instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORKING CONDITIONS:**

Indoor and outdoor work environment. Regular exposure to fumes, dust and odors.

**PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view computer monitors; sit or stand for extended period of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**APPROVALS:**



5/8/19

Keith Rogenski  
Assistant Superintendent, Human Resources

Date



5/8/19

Rick Schmitt  
Superintendent

Date