

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager, Custodial Operations	REPORTS TO:	Assigned Supervisor
LOCATION:	Varies	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	January 29, 2013	SALARY:	Range M / Tier IV Management Salary Schedule

Summary: *Under general supervision and guidance this position* assists with planning, organizing, coordinating, supervising, *training and evaluating* District custodial services; assures the proper care and cleaning of District facilities; provides *training* and supervision *of afternoon and night shift* custodial services *employees* and inspects facilities.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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

Assists with planning, organizing, coordinating, supervising, training and evaluating the day-to-day operations of custodial services at all District facilities as assigned. **E**

Oversees and supervises afternoon and night shift custodial services employees. **E**

Inspects facilities to assure proper care and cleaning and compliance with guidelines, policies and laws. **E**

Participates in the selection of personnel, provides training to custodial employees, assigns and reviews work, recommends and participates in disciplinary action. **E**

Provides technical expertise and input to site administration for the supervision and evaluation of custodial personnel. **E**

Assists in development and preparation of work schedules; reviews custodial reports to determine materials, labor and time requirements; prioritizes and coordinates duties and assignments of custodial staff; assures effective work flow and operations of custodial staff. **E**

Assists in preparation of recommendations related to staffing levels, purchasing of equipment and supplies. **E**

Communicates with District and site administrators, personnel, vendors, and others regarding cleaning procedures and products, supplies, materials, and application of cleaning products and chemicals. **E**

Assists in the review and revision of work methods and procedures to assure efficiency, cost-effectiveness and compliance with established regulations, policies and standards of quality. **E**

Assists with assigning substitute custodial personnel and emergency assistance to site administrators. **E**

Assists in designing and implementing training programs for custodial staff; assists with the development and updating of custodial handbooks, rules, regulations, and procedures. **E**

Enforces health and Safety measures and precautions. **E**

Supervises and evaluates assigned personnel. **E**

Utilizes computers and software programs in the performance of assigned duties. **E**

Maintains or seeks current information on resources relevant to the position.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required to apply for this position and are used for performance evaluation of the probationary and regular employee in this position.

EDUCATION AND EXPERIENCE: Any combination of training, education, and experience equivalent to graduation from High School receiving a diploma or GED certification. Requires four years of recent custodial work experience with two years supervisory experience. Preferred: college-level course work and/or courses work provided by the International Executive Housekeepers Association leading to IEHA certification as a custodial manager.

LICENSES AND OTHER REQUIREMENTS:

Valid and current California Class C or above driver's license

TECHNOLOGY, EQUIPMENT AND TOOL SKILLS: Proficient use of a personal computer, databases specific to the District, Internet, and Microsoft Outlook. Proficiency in applicable computer software programs used by the District. Ability to use telephone, hand-held radio, cellular telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment.

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

KNOWLEDGE OF:

Requirements for proper cleaning and maintenance of District facilities.
Custodial materials and equipment needed to maintain facilities in the District.
Record-keeping techniques.
Principles and practices of supervision and training.
District organization, operations, policies, procedures, and objectives.
Applicable sections State Education Code and other applicable laws.
Technical aspects of custodial services.
Chemicals used in custodial services.
Interpersonal skills using tact, patience, and courtesy.
Operation of a computer and software programs.

ABILITY TO:

Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.
Plan, design and implement custodial programs.
Plan and coordinate the work of custodial personnel and crews.
Initiate and implement industrial safety procedures.
Estimate materials and supplies required.
Work independently with little direction.
Establish and maintain effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Plan and organize work effectively and efficiently.
Train and direct personnel.
Prepare and maintain accurate records and reports.
Successfully manage a wide variety of tasks while dealing with frequent interruptions.
Work well with difficult people, using exemplary judgment, especially where students are concerned.
Perform duties in an effective, timely manner, using efficient, organized techniques.

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Read, interpret and follow rules, regulations, policies, and procedures.

Work confidentially with discretion.

Understand and work within scope of authority.

Operate a computer terminal and utilize software programs.

LANGUAGE SKILLS:

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

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

WORKING CONDITIONS:

Generally works in an office and school site environment with constant interruptions. Occasional exposure to loud noises from equipment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other tools and equipment used to perform the duties of the position; reaching overhead, above the shoulders and horizontally; bending at the waist and kneeling or crouching; hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread various documents related to assigned activities; lifting, moving, pushing, pulling, grasping, and manipulating heavy objects. Performs repetitive motion of hands, arms, shoulders, torso, hips, legs and feet.

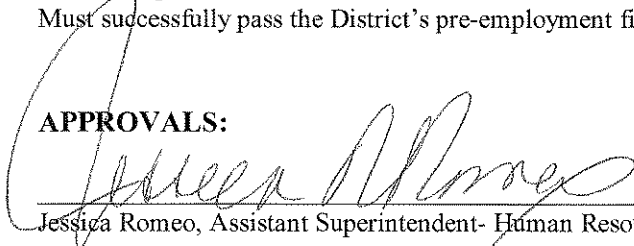
HAZARDS:

Regular exposure to chemicals, fumes, blood-borne pathogens, body fluids, dust and odors. Possible exposure to electrical shock from equipment.


OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

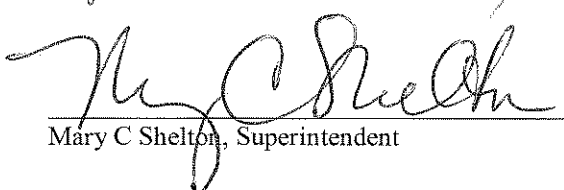
APPROVALS:




Jessica Romeo, Assistant Superintendent- Human Resources



Date



Mary C Shelton, Superintendent



Date