



PERSONNEL COMMISSION

Class Code: 0600
Salary Range: 42 (M2)

AREA CUSTODIAL MANAGER

JOB SUMMARY

Under general direction, plan, organize and manage the daily operations and activities of the District's custodial services to assure smooth and efficient delivery of services at sites and offices; plan and schedule custodial activities, projects and related operations; train and supervise the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize and manage the daily operations and activities of the District's custodial services to assure smooth and efficient delivery of services at sites and offices; assure compliance with applicable laws, codes, rules and regulations. **E**
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Plan, schedule and implement custodial activities, projects and related operations; estimate materials, labor and time requirements to accomplish custodial work; evaluate effectiveness and efficiency of custodial services. **E**
- Develop and implement custodial service policies, procedures and standards; establish operating priorities and develop service cycles for custodial activities; advise department administrators of unusual trends or issues and recommend appropriate corrective action. **E**
- Serve as a resource to site custodial supervisors and administration regarding custodial activities and staff; observe and participate in presentations of employee performance evaluations; provide performance improvement guidance to employees. **E**
- Review site work schedules and custodial bid runs for equity and conformance to established standards. **E**
- Survey facilities and equipment to assure the safety of staff, students and the public and cleanliness, safety, appearance, operating effectiveness, and needed repair or replacement; direct corrective actions. **E**
- Establish labor performance standards; set goals and objectives to improve overall performance and efficiency; implement custodial management and customer service principles; track staff productivity and workload trends. **E**
- Evaluate and recommend the purchase of custodial equipment, supplies, vendor proposals and service contracts; prepare work specifications; inspect work in progress; contact vendors to obtain quotes for materials and equipment. **E**
- Oversee and manage the planning and implementation of a wide variety of internal and external training programs for new and current custodial personnel to assure District safety, security, and sanitation standards are maintained. **E**

- Assist in the development of preliminary departmental budgets; monitor, authorize and control expenditures in accordance with established limitations; oversee and monitor open purchase orders and contracts for custodial work, equipment and materials. ***E***
- Oversee the preparation and maintenance of records and files such as inspection reports, Safety Data Sheets, and equipment and supply inventory; compile data and prepare detailed reports regarding assigned activities. ***E***
- Communicate with administrators, personnel, outside agencies and vendors to coordinate activities, schedule work, resolve issues and exchange information; drive a District vehicle to various sites to conduct work. ***E***
- Manage and oversee the thorough cleaning and restoration of District facilities during periods when students are not on campus. ***E***
- Respond or direct response to emergency calls; operate or oversee the operation and maintenance of a variety of custodial equipment; operate a variety of office equipment including a computer and assigned software. ***E***
- Provide oversight and management to other Operations Branch units as necessary to assure smooth and efficient department operations. ***E***
- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge of technological advances in the field; conduct presentations as requested. ***E***
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An Area Custodial Manager plans, organizes and manages the daily operations and activities of the District's custodial services to assure smooth and efficient delivery of services to sites and offices. An Area Custodial Manager has responsibility for developing and implementing custodial service policies, procedures and standards to assure District facilities are maintained in a clean, safe and orderly condition and compliance with applicable laws, codes, rules and regulations.

EMPLOYMENT STANDARDS

Knowledge of:

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

Laws, codes, rules and regulations related to assigned activities.

Principles and practices of training and supervision.

District organization, operations, policies and objectives.

Health and safety regulations.

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

General budget development and control techniques.

Record-keeping and report preparation techniques.

Public speaking techniques.

Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer and assigned software.
Inventory methods and practices.
Proper lifting techniques.

Ability to:

Develop and implement custodial service policies, procedures and standards.
Assure smooth and efficient delivery of custodial services to sites and offices.
Evaluate effectiveness and efficiency of custodial services.
Train, supervise and evaluate the performance of assigned staff.
Observe and assure compliance with health and safety regulations.
Review and modify work procedures and schedules.
Estimate costs of materials and labor.
Establish and maintain effective controls over financial, material and labor resources.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Maintain a variety of records and files and prepare reports.
Write clear, concise instructions and reports.
Prepare and deliver oral presentations.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a variety of custodial equipment.
Operate a computer and assigned software.
Drive a District or personal vehicle to conduct work.
Analyze situations accurately and adopt an effective course of action.
Maintain current knowledge of applicable laws, codes, rules and regulations.
Work independently with little direction.
Plan and organize work.

Education and Training:

Graduation from high school or equivalent supplemented by college-level course work in business administration, engineering, custodial services, management or a related field.

Experience:

Three years of supervisory or managerial experience in the cleaning and maintenance of institutional or commercial facilities, preferably in a public school environment.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, cleaning chemicals, disinfection materials, and biologic materials. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

WORKING ENVIRONMENT

Office and school site environment.
Indoor and outdoor work environment.
Driving a District vehicle to conduct work.
Exposure to cleaning chemicals and fumes.
Evening, weekend and varied hours.
Emergency call-out.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Walking to inspect facilities.
Hearing and speaking to exchange information and make presentations.
Lifting, carrying, pushing or pulling moderately heavy equipment and supplies weighing approximately 38 pounds, and with assistance up to approximately 50 pounds.
Dexterity of hands and fingers to operate a computer keyboard and custodial equipment.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Seeing to read a variety of materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 6/12/1986

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