

## SCHOOL DISTRICT OF ALACHUA COUNTY

### COORDINATOR – PROJECT, CUSTODIAL

#### JOB DESCRIPTION

<b>FLSA:</b>	Exempt	<b>BARGAINING UNIT ELIGIBILITY:</b>	N
		<b>PAY GRADE:</b>	27
		<b>SALARY SCHEDULE:</b>	Professional/Technical

#### QUALIFICATIONS:

- (1) High school diploma or GED; and
- (2) Three (3) years' experience in facilities planning, or experience as a project manager or other supervisory experience.
- (3) Valid Florida driver's license.
- (4) Florida School Plant Management Association (FSPMA) Master Custodian and Custodial Instructor Certification, preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Department of Education, federal, state and local rules and regulations relating to custodial services. Ability to coordinate custodial services and training programs within the school district. Knowledge of good custodial procedures as related to buildings and structures. Ability to read, interpret and review construction plans and specifications, to determine compliance with all codes and regulations that are applicable to the school district. Ability to communicate effectively both orally and through written reports. Knowledge of applicable local, state and federal regulations, codes, and policies. Knowledge of methods, procedures and skills of crafts and trades. Knowledge of safety rules and safe operating procedures.

#### REPORTS TO:

Coordinator – Environmental

#### JOB GOAL

To coordinate custodial services and training programs within the school district.

#### SUPERVISES:

Assigned Personnel

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Coordinate short- and long-range planning for all district custodial services.
- \*(2) Plan, coordinate and supervise work assignments.
- \*(3) Manage custodial service activities including training, procurement and personnel management.
- \*(4) Assemble, update and maintain Operational Guidelines Manual for Head Custodians.
- \*(5) Implement cleaning and housekeeping strategies that will achieve overall success in accomplishing desired quality performance standards.
- \*(6) Develop, implement and evaluate staff development activities in assigned areas.
- \*(7) Oversee the districtwide training of custodial staff.

## COORDINATOR – PROJECT, CUSTODIAL (Continued)

- \*(8) Work closely with district and school staff to support custodial school improvement initiatives and processes.
- \*(9) Assist in coordination of districtwide materials and equipment used in custodial functions.
- \*(10) Serve on districtwide committees as assigned or appropriate.
- \*(11) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- \*(12) Supervise assigned personnel.
- \*(13) Adhere to applicable safety standards.
- \*(14) Attend all staff meetings and workshops.
- \*(15) Assist with maintaining a clean and orderly environment.
- \*(16) Be knowledgeable of and adhere to Board policies and departmental procedures.
- \*(17) Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- \*(18) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \*(19) Demonstrate initiative in the performance of assigned responsibilities.
- \*(20) Demonstrate support for the school district and its goals and priorities.
- \*(21) Exhibit interpersonal skills as an effective team member.
- \*(22) Follow attendance, punctuality and proper dress rules.
- \*(23) Maintain confidentiality regarding school/workplace matters.
- \*(24) Maintain expertise in assigned area.
- \*(25) Manage time efficiently.
- \*(26) Model and maintain high ethical standards.
- \*(27) Participate in cross-training activities as required.
- \*(28) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \*(29) Prepare all required reports and maintain updated and accurate records.
- \*(30) Represent the District in a positive and professional manner.
- \*(31) Respond to inquiries and concerns in a timely manner.
- (32) Perform other duties as assigned.

*\*Essential Performance Responsibilities*

### PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

### TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary 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 evaluation of personnel.

### Job Description Addendum No. 02

Adopted 06/03/14