

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

MANAGER I, CUSTODIAL SERVICES

DEFINITION

Under the direction of the Director I, Maintenance and Operations, the Manager I, Custodial Services supports the educational programs of the District by managing, supervising and coordinating the operations, personnel and activities of the floor maintenance, indoor/outdoor air quality control and the custodial operations for the District requiring a flexible work schedule and the ability to remain on-call and work nights and weekends.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Inspect buildings at various sites to ensure proper custodial methods are being followed and standards maintained.
2. Inspect plan, organize and implement the maintenance, replacement and general repair of floors and associated types of floor coverings.
3. Collaborate with site administrators and other management staff providing technical expertise and assistance with complex projects.
4. Coordinate and oversee district moves and various maintenance projects, collaborating with other trades and/or contractors to maximize efficiency and minimize conflicts with other work.
5. Evaluate, delegate, and respond to emergencies, vandalism or damage during and after normal work hours.
6. Coordinate staffing and any necessary support activities to support use of District facilities by District programs and outside user groups.
7. Oversee assignments of substitute and permanent custodial staff ensuring additional and overtime hours are made in accordance with policies and procedures.
8. Evaluate, supervise and counsel members of classified staff to improve employee performance ensuring staff adhere to District, state and federal professional standards.
9. Reinforce training techniques for supervisory and lead personnel, as appropriate.
10. Perform need assessments, feasibility planning and other research and make recommendations as appropriate.
11. Assist in the development, coordination and preparation of the annual preliminary budget for the Custodial division of the Maintenance and Operations Department.
12. Control and authorize expenditures in accordance with established limitations.
13. Estimate labor and materials costs; evaluate new materials and supplies.
14. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
15. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
16. Keep up-to-date with trends or developments in, and evaluate and recommend adoption of new procedures and types of material or equipment used in the maintenance work in the District.
17. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of the State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record keeping and report preparation techniques; effective oral and written communication skills; custodial and maintenance materials and equipment needed to maintain a school district; appropriate safety precautions, rules, regulations and procedures.

Ability to: Manage, lead and direct the functions and activities of a custodial department for a school district; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact, and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; train and instruct others in performance of their duties; establish and maintain records; utilize a computerized department work order system; comply with the District's customer service standards, as outlined in Board Policy.

Education: Graduation from high school or equivalent.

Experience: Five years of experience in custodial work including two years of lead or supervisory experience.

License: Valid California driver's license.