

MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Custodial & Operations Manager
REPORTS TO: Director Maintenance & Operations
DEPARTMENT: Maintenance, Operations & Facilities
CLASSIFICATION: Classified
SALARY: DMA Range 12
BOARD APPROVED: May 11, 2022 *Pending Board Approval*

SUMMARY DEFINITION: Under direction and general supervision of the Director of Maintenance & Operations, plans, coordinates and manages the comprehensive District wide Custodial Care program for all buildings owned or operated by the district; coordinate and present in-service training programs, evaluates custodial products, equipment; trains and supervises the performance of assigned staff, collaborates with site administrators with building care, cleaning and personnel issues. Plans, coordinates and supervises the district wide Security Operations Department to ensure safety and security of District personnel, buildings, facilities and equipment. Manages the District's Hazardous Business Plans; the Asbestos Hazardous Emergency Response (AHERA) Program; the Operations Compliance Program, including the Williams Act program; and acts as the District's Americans with Disabilities (ADA) Act coordinator.

ESSENTIAL FUNCTIONS (to include, but not limited to):

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Plan, coordinate, and manage a comprehensive custodial care program for the buildings owned or operated by the District; assure compliance with applicable health and safety standards. **E**
- Provide technical supervision and planning to custodial staff assigned to division schools and facilities. **E**
- Confer with administration and/or outside organizations regarding the care, cleaning, and maintenance of facilities; coordinate school inspections, work assignments, and reassignments; resolve issues and conflicts, and exchange information and recommend actions for improvement with site administrators and other staff as appropriate. **E**
- Plan, coordinate and oversee supervision of the Custodial & Operations personnel. **E**
- Develop and conduct a variety of informational and instructional trainings for custodial staff to assure safe and proper work practices, cleanliness and appearance; conduct in-service programs for the proper operation and maintenance of custodial equipment; and develop and conduct staff orientations and trainings for new personnel. **E**
- Conduct scheduled site inspections; inspect completed work by custodial staff for accuracy and compliance with instructions and established standards. **E**

- Manage and coordinate the requisitioning and purchase of custodial supplies and equipment; assist in the preparation and development of the departmental budget; and control and authorize expenditures in accordance with established limitations. **E**
- Establish & manage district wide recycling & organic recycling program; monitor elevator and lift compliance; fire extinguisher compliance; and other related compliance items such as fire/life safety, environmental compliance and accessibility barriers with applicable local, state regulations. **E**
- Research, test, and demonstrate new custodial supplies and equipment; make recommendations regarding the purchase of new supplies and equipment. Knowledge of a variety of custodial equipment including a floor stripper, buffer, vacuum cleaner, and small power and hand tools; operate a computer and assigned office equipment. **E**
- Provide technical expertise, information, and assistance to the Director regarding assigned functions. **E**
- Manages the district's Hazardous Business Plans; the Asbestos Hazardous Emergency Response (AHERA) Program; the Operations Compliance Program; and coordinates Americans with Disabilities (ADA) Act responsibilities to ensure compliance. **E**
- Assists in the Williams Case Monitoring Program and monitoring requirements. **E**
- Develop and implement security methods and procedures as directed; review and evaluate security activities to assure compliance with established policies and procedures; and assess District security needs and provide recommendations as appropriate. **E**
- Prepare and maintain a variety of records and reports related to security operations, incidents, personnel, equipment and assigned activities.
- Provide a positive climate of interaction and communication between school staffs, families, and the community.
- Communicate with personnel, outside organizations, inspectors, architects, and the public to exchange information, coordinate activities and resolve issues or concerns. **E**
- Train and supervise the performance of assigned staff; interview and select employees; and recommend transfers, reassignment, termination, and disciplinary actions.
- Assists in Civics Center program including collecting, tracking, verifying and reporting.
- Respond to or coordinate a response to emergency calls after hours. Will assist in emergency response to ensure the District facilities are secure and operational, as needed. **E**
- Perform related duties as assigned. **E**

DESIRABLE QUALIFICATIONS:

EDUCATION AND EXPERIENCE: A combination of education, training and experience equivalent to five (5) years of experience in custodial, facilities maintenance, school district operations and/or the administration of facility compliance programs, including supervisory responsibility.

KNOWLEDGE OF:

- Technical and maintenance experience preferably related to facility maintenance, AHERA Building Inspection, Management Planning and/or administration of facility compliance programs, including method, materials, tools, terminology and equipment used while maintaining grounds, buildings and facilities in good repair
- Applicable building codes, ordinances, OSHA requirements, regulations and safety precautions
- Insect/rodent pests and the approved methods and materials used in controlling and eradicating
- Management principles and practices
- Oral and written communication skills

SKILL IN:

- Methods of data monitoring and recordkeeping
- Current office terminologies, practices, procedures and equipment
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Communicate, understand and follow both oral and written directions effectively.
- Operate modern technology equipment and programs
- Complete work with many interruptions
- Coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities
- Determine appropriate action within clearly defined guidelines
- Establish and maintain cooperative and effective working relationships with others
- Estimate material, labor, equipment and time requirements
- Inspect projects for accuracy, completeness and compliance with established specifications
- Interpret, apply, explain and assure compliance with rules, regulations, policies and procedures
- Make mathematical computations with speed and accuracy
- Meet schedules and time lines
- Monitor and assure adequate levels of equipment and supplies
- Operate a computer and assigned office equipment
- Organize and direct operations and activities involved in custodial and maintenance work
- Participate in the recruitment, screening and processing of new personnel
- Plan and organize work
- Plan, develop and implement safety and security programs
- Prepare and maintain accurate records and reports
- Train and evaluate the performance of assigned personnel
- Understand and follow oral and written instructions
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Work independently and confidentially with discretion and little direction.
- Learn new or updated computer software programs to apply to current work.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.

- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.
- Learn District organization, operations, policies, objectives and goals.
- Interpret, apply and explain laws, rules, regulations, policies and procedures

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions. Emergency call-out responsibilities.

PHYSICAL DEMANDS:

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, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; walk to conduct inspections; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; and lift light objects.

LICENSES AND CERTIFICATES:

Possession of a valid California Driver's License is required.

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.