

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

CUSTODIAL SPECIALIST, FACILITIES SERVICES

SALARY SCHEDULE: ADMINISTRATIVE – H

COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent, or graduation from vocational school.
- (2) Minimum of five (5) years experience in varied and progressively large scale custodial and grounds maintenance, including a minimum of three (3) years supervisory experience.
- (3) An equivalent combination of training and experience may be substituted.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of all custodial operations. General knowledge of buildings and grounds maintenance. Knowledge of materials and methods and methods used in cleaning public school buildings or similar facilities. Knowledge in the use of manual and power-driven cleaning and polishing equipment. Knowledge of fire protection, sanitation and safety standards applicable to a public school building. Knowledge of general management practices and supervisory methods and techniques. Knowledge of landscaping and related grounds work. Ability to plan, schedule, instruct and supervise a large staff of custodial personnel. Ability to keep accurate records, make periodic inventories and inspections and provide informative and concise reports. Ability to demonstrate leadership qualities and an even temperament in time of emergency. Ability to work effectively with other employees at all levels of the organization and the public. Ability to instruct personnel in proper techniques related to assignments and the proper use of equipment needed to complete these assignments. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Custodial Supervisor, Facilities Services

JOB GOAL

To provide the supervision necessary to insure the proper the cleaning, servicing and minor repairs/maintenance of School Board owned/operated buildings, grounds, facilities and equipment is performed.

SUPERVISES:

Head Custodians, including Senior Head Custodians
Custodians

PERFORMANCE RESPONSIBILITIES:

- * (1) Inspect schools and grounds in accordance with priorities and schedules as assigned.
- * (2) Submit reports on job performance of custodial staff.
- * (3) Schedule and supervise the periodic inventory of equipment, supplies and materials.
- * (4) Report overages, deficiencies and replenishment requirements of equipment, supplies and material.
- * (5) Coordinate the gathering of data on repairs and improvements needed for all assigned schools.
- * (6) Complete reports or requisitions for necessary repairs, renovation, corrective and preventive procedures and practices for the District.
- * (7) Perform regular inspection tours to ensure the accomplishment of minor maintenance and repairs.
- * (8) Formulate controls and incentives needed for job effectiveness of assigned employees.
- * (9) Review and sign time cards of employees attesting to their accuracy.
- * (10) Meet with school and other public officials for inspection of school sites and buildings to ensure conformance with state and city codes and ordinances.

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- *(11) Provide supervision or assistance in times of emergency as required.
- *(12) Receive telephone calls from police, fire or custodial personnel at night, on weekends and on holidays regarding break-ins and vandalism.
- *(13) Train custodial staff in proper techniques and procedures.
- *(14) Interact with parents, outside agencies, business and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- *(15) Respond to inquiries or concerns in a timely manner.
- *(16) Keep supervisor informed of potential problems or unusual events.
- *(17) Disseminate information and current research to appropriate personnel.
- *(18) Keep well informed about current trends and best practices in areas of responsibility.
- *(19) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(20) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- *(21) Promote and support professional growth for self and others.
- *(22) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- *(23) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- *(24) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(25) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- *(26) Represent, consistently, the District in a positive and professional manner.
- *(27) Provide leadership and direction for the assigned areas of responsibility.
- *(28) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- *(29) Assist in implementing the District's goals and strategic commitments.
- *(30) Exercise proactive leadership in promoting the vision and mission of the District.
- *(31) Provide oversight and direction for cooperative planning with other agencies.
- *(32) Set high standards and expectations for self and others.
- *(33) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(34) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(35) Facilitate problem solving by individuals or groups.
- *(36) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(37) Develop and prepare specifications for the purchase of equipment, supplies and materials related to all custodial functions performed district-wide.
- *(38) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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Job Description Supplement No. 10

*Essential Performance Responsibilities