

ASSISTANT DIRECTOR OF CUSTODIAL AND GROUNDS SERVICES**Purpose Statement**

The job of Assistant Director of Custodial and Grounds Services is done for the purpose/s of overseeing all aspects of custodial and grounds services; serving as liaison between the District, school sites, the Director of Maintenance, Operations, Transportation, and Facilities, and custodial and grounds services staff; planning, coordinating, and managing all aspects of custodial and grounds management; working toward the overall management of custodial and grounds services to aid in the design of appropriate, effective, efficient, and safe school facilities; providing information and serving as a resource to others; and achieving defined objectives by planning, implementing, maintaining, and evaluating services in compliance with established guidelines.

This job reports to Director of Maintenance, Operations, Transportation, and Facilities

Essential Functions

- Acts as designee of the Director of Maintenance, Operations, Transportations, and Facilities for the purpose of providing support and guidance as needed.
- Collaborates with a wide variety of stakeholders (e.g., other department heads, school administrators, custodial and grounds crew leaders, etc.) for the purpose of implementing and maintaining services and programs while meeting District, state, federal policies and regulations.
- Develops plans (e.g., summer deep cleaning and routine maintenance schedules, plant and shrubbery replacements, etc.) for the purpose of ensuring District facilities and grounds remain clean and attractive.
- Evaluates custodial and grounds staff in collaboration with site principal (e.g., effectiveness, teamwork, level of absenteeism, etc.) for the purpose of ensuring all custodial and grounds employees meet District, state, and federal requirements.
- Facilitates meetings (e.g., staff, workshops, orientation, etc.) for the purpose of sharing and conveying information necessary for attendees in the performance of their jobs.
- Inspects all District facilities (e.g., school grounds, classrooms, chemical lockers, etc.) for the purpose of ensuring that facilities are clean, safe, and properly maintained.
- Manages the department budget (e.g., overtime of employees, materials purchases, etc.) for the purpose of meeting department budgetary requirements.
- Monitors work progress (e.g., completion of summer cleaning projects, installation of irrigation systems, etc.) for the purpose of ensuring planned projects are completed in a safe and timely manner.

- Oversees custodial and grounds operations (e.g., custodians assigned where needed, grounds equipment maintained, etc.) for the purpose of ensuring department goals are met.
- Participates in meetings (e.g., leadership team, conferences, etc.) for the purpose of conveying and gathering information necessary to the performance of the job.
- Performs personnel functions (e.g., interviews, orientation, evaluation, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
- Prepares a wide variety of written materials (e.g., department labor costs, materials usage, yearly plans, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Researches a variety of work-related topics (e.g., new products, laws, emerging trends, etc.) for the purpose of remaining current in the field while making recommendations.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects and programs; overseeing program budgets; developing effective working relationships; preparing and maintaining accurate records; administering personnel policies and procedures; and leading staff.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and regulations; personnel processes; custodial and grounds services management; and standard business practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information; maintaining accurate records;

maintaining confidentiality; handling physical requirements of work including heavy lifting and climbing; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working under limited supervision; following standardized practices and/or methods; managing multiple departments; supervising the use of funds and other resources. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Varied experience in custodial services, building maintenance, and/or grounds services, preferably in a school setting. Supervisory experience is highly desirable. Bi-lingual ability desired.

Education (Minimum): Completion of 12th grade or equivalent.

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates and Licenses

None Specified

Clearances

- Criminal Background Clearance
- Physical Capacities Test Clearance
- Tuberculosis Clearance

FLSA Status

Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.