



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **District Custodial Manager** FLSA Status: **Exempt**
 Job Family: **Custodial** Pay Range: **OP40Y**
 Prepared/Revised Date: **November 9, 2017** Job Code: **35701**

SUMMARY: Responsible for the management of the district Custodial Department including planning, scheduling, and supervising all custodial employees; supervise district custodial operations, special projects, flooring, and all personnel functions; manage departmental budgets and projects. Ensure compliance with cleanliness, safety, and Health Department standards in all district buildings.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Hire, evaluate and discipline custodial employees in area schools. Work with District EAS and Human Resources on employee concerns. Conduct employee evaluations, including improvement plans and disciplinary action.	D	25%
2. Supervise custodial employees and coordinate all custodial work in district buildings.	D	20%
3. Review custodial operations and meet with principals to ensure proper level of service.	D	10%
4. Maintain positive public relations with the community, contractors, district personnel and vendors.	D	5%
5. Implement sustainability practices in all aspects of the job responsibilities.	D	5%
6. Attend work and arrive in a timely manner.	D	1%
7. Establish, coordinate, and maintain the district carpet and resilient flooring replacement program.	W	10%
8. Develop and manage General Fund, Capital Reserve, and Bond budgets.	W	5%
9. Format cleanliness and safety standards in all district buildings and ensure compliance with safety and health regulations.	M	10%
10. Maintain database of employee records. Monitor staffing rosters for accurate disbursement and procurement of FTEs.	M	5%
11. Manage and coordinate custodial personnel during emergency situations.	Q	3%
12. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or completion of G.E.D.
- More than five years of related experience required

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver's license
- CPR and First Aid certifications
- District asbestos training required; if employee is new to the district, must attain within two months after hire

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TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills, including budget development
- Knowledge of district financial system
- Customer service skills
- Critical thinking and problem solving skills
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability and willingness to be on call and/or respond to calls 24/7
- Project management skills
- Ability to supervise and manage employees at different locations
- Ability to be a part of and work with a team
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and other department software packages
- Operating knowledge of district facilitated, web based programs, including School Dude
- Knowledge of custodial maintenance, methods and materials
- Ability to operate custodial tools and equipment
- Operating knowledge of electrical aerial lift platforms preferred at hire; required within three months after hire

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has twenty one (21) direct reports, including: custodial office manager, custodial area supervisors (2), custodial equipment and flooring technician, relief night leads (2), relief head custodians (2), relief custodians (5), and hourly custodians (8)	158

- Assist with interviewing, hiring, training, directing work, appraising performance and resolving problems of employees
- Required to carry and respond to cellphone during assigned shift
- Responsible for assisting with the supervision and overseeing the well-being of students in common areas

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X



VISION DEMANDS:	Required
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	