



## PERSONNEL COMMISSION

**Class Code: 0600**  
**Salary Range: 42 (M2)**

### AREA CUSTODIAL MANAGER

#### JOB SUMMARY

Under general direction, to plan, organize, and direct the activities of assigned personnel in an operations area engaged in the cleaning and general care of school district facilities; and to do related work as required.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, schedule, direct, and assign employees cleaning buildings and grounds, and providing general custodial support services. **E**
- Supervise and observe employee methods and procedures to ensure they are performing efficiently and effectively. **E**
- Make regular or special inspection of buildings, fixtures, grounds, tools, equipment, and related items for cleanliness, safety, appearance, operating effectiveness, and needed repair or replacement. **E**
- Evaluate effectiveness of custodial program and initiate corrective action. **E**
- Plan and conduct individual or group training to ensure district safety, security, and sanitation standards are maintained. **E**
- Test, evaluate, and recommend new products, equipment, and techniques. **E**
- Evaluate need, analyze circumstances, and recommend allotment of custodial work hours for sites or staffing levels and/or schedule to meet service requirements. **E**
- Evaluate assigned staff. **E**
- Provide performance evaluation information to site managers regarding their employees. **E**
- Confer and coordinate with other district management regarding assignments, scheduling, or work of custodial staff. **E**
- Meet with faculty and administrators at school site to resolve problems that arise with custodial activities or work. **E**
- Train and instruct subordinate personnel in proper performance of duties, safety, and appropriate care and use of equipment. **E**
- Pick up, transport, and deliver supplies, equipment, or personnel. **E**
- Interview and recommend selection of personnel. **E**
- Respond to calls regarding vandalism, break-ins, fires, or other emergencies occurring at district sites during other than business hours. **E**
- Develop and implement custodial care procedures and schedules and make recommendations for district policy regarding custodial matters. **E**

- Submit budget recommendations for personnel, supplies, and equipment needed, and

- monitor expenditures during the fiscal year. *E*
- Prepare reports regarding custodial functions such as training, productivity, problems, discipline, accidents, fiscal matters, etc. *E*
- Keep time, labor, and material records. *E*
- Operate district vehicles. *E*
- Establish and maintain effective cooperative relationships with related departmental personnel or units. *E*
- Adjust employee grievances. *E*
- May make temporary reassignment of personnel. *E*
- May represent the district at various proceedings when so designated.
- May open or secure sites.
- May approve overtime requests.

*Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

This management level class is distinguished from related classes by the responsibility for serving as an operations area resource in custodial care matters. The work involves more than serving the needs of a site since incumbents are routinely available to both other managers and their subordinate custodial staffs for consultation and the development of work methods which will provide the most cost effective, highest quality of cleanliness and sanitation for school district facilities.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Modern methods materials, tools, and equipment used in custodial care of school grounds and plant facilities.

Effective principles of supervision and training.

Appropriate safety precautions and procedures.

Scheduling and organizing custodial work.

Basic math.

#### **Ability to:**

Communicate effectively, both orally and in writing.

Follow oral and written instructions.

Be resourceful.

Plan and organize available personnel.

Use sound judgment and act responsibly under stress or emergencies.

Write clear, concise reports.

Quickly establish and maintain effective relationships with those contacted in the course of

work.

Stand or walk for long periods of time.

Recognize and correct safety hazards.

Promote, and encourage an atmosphere of respect, cooperation and harmony.

Train and instruction others regarding regulations, proper procedures, and use of equipment and supplies.

Operate a district vehicle observing legal and defensive driving practices.

**Training:**

Graduation from high school.

**Experience:**

Three years of supervisory level experience in the cleaning and maintenance of school buildings or related people oriented environments is required.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

**PHYSICAL DEMANDS**

Strength: Medium work - lifting, carrying and/or pushing 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds.

**WORKING ENVIRONMENT**

Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals. Working on ladders.

**SPECIAL REQUIREMENTS:**

Valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

There is a continuing requirement for night work with occasional need to work weekends or holidays and to be on call.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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