

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

ZONE MANAGER – CUSTODIAL SERVICES

QUALIFICATIONS:

- (1) Graduation from high school or possession of a GED.
- (2) Bachelor's Degree in Business Management or other related fields preferred.
- (3) Minimum of four (4) years progressively responsible experience in custodial operations of which two (2) years should have been in the supervision or administration of a custodial services program.
- (4) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of building custodial maintenance materials / equipment and the occupational hazards and safety precautions necessary in the use of cleaning chemicals and the proper mixture of chemicals. Considerable knowledge of the requirements of the custodial program and rules and policies of the District School Board, the Civil Service Board, the State Department of Education, Health and Rehabilitative Services, and OSHA related to custodial service is preferred. Must have basic knowledge of budget preparation and monitoring, current supervisory practices and general administration. Ability to plan and develop sound work methods and procedures geared to current needs. Ability to instruct and train employees in the operation of cleaning equipment. Ability to communicate effectively, both orally and in writing. Ability to maintain an effective working relationship with school / District personnel and the general public. Ability to exercise good judgment recognizing established precedents and practices.

REPORTS TO:

Assistant Director - Maintenance Services

JOB GOAL

To manage the daily operations in the assigned zone of his or her assigned zone in the District School Board's Custodial Department and perform other related work as required.

SUPERVISES:

Custodial Supervisors
Unskilled and Semi-skilled Workers
Office Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Plan, coordinate and inspect the work of a large staff of custodial employees performing a variety of diversified housekeeping duties to ensure compliance with cleaning and safety standards.
- * (2) Assist in the development and implementation of in-house training programs for custodial employees.
- * (3) Participate in testing new materials, equipment, solutions and devices used in cleaning activities.
- * (4) Assist in assigning of custodial staffing to the different cost centers.

ZONE MANAGER – CUSTODIAL SERVICES (Continued)

- * (5) Review the quantity and quality of custodial work by inspections and reports.
- * (6) Assist and recommend allocations for the department's annual budget.
- * (7) Respond appropriately to situations requiring immediate attention during and after normal working hours.
- * (8) Receive, unpack and facilitate delivery of equipment and materials to schools and District offices.
- * (9) Maintain availability on a twenty-four (24) hour call basis.

Inter / Intra-Agency Communication and Delivery

- *(10) Confer with supervisors, school administrators and custodial personnel concerning custodial activities.
- *(11) Respond to inquiries or concerns in a timely manner.
- *(12) Keep supervisor informed of potential problems or unusual events.
- *(13) Disseminate information and current research to appropriate personnel.

Professional Growth and Improvement

- *(14) Keep well informed about current trends and best practices in areas of responsibility.
- *(15) Maintain expertise in assigned areas to fulfill program goals and objectives.
- *(16) Assist in the development, implementation and evaluation of staff development activities provided in assigned areas.
- *(17) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues as required by Assistant Director of Custodial Services

Systemic Functions

- *(18) Develop or assist in developing the department budget and monitor its implementation.
- *(19) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- *(20) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(21) Represent, consistently, the District in a positive and professional manner.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- *(23) Provide leadership and direction for the assigned areas of responsibility.
- *(24) Set high standards and expectations for self and others.
- *(25) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(26) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(27) Assist in implementing the District's goals and strategic commitments.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 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.

Job Description Supplement No. 01

*Essential Performance Responsibilities

ZONE MANAGER – CUSTODIAL SERVICES (Continued)
PROFESSIONAL SALARY SCHEDULE – PAY GRADE 13

Date of Board Approval: 12-16-03