



Job Title: Custodial & Grounds Coordinator II
Department: Physical Facilities & Maintenance
Reports To: Maintenance Director II
FLSA Status: Exempt
Salary Schedule: AA lane 02

SUMMARY

The Custodial/Grounds Coordinator II will devote a majority of time to ensuring the cleanliness, appearance, maintenance, management, and safe working environment of all WCSD facilities and grounds. The Coordinator is responsible for supervising the custodial staff and for investigating maintenance issues, representing the school district in handling complaints, disputes and/or resolving grievances related to the custodial staff. The Coordinator will also oversee and supervise the Grounds Supervisor. The Coordinator will carry out major assignments in conducting the operations of custodial, building and grounds maintenance operations, will complete both short and long term planning to meet the objectives of assigned staff, and will be required to give consultation and advice on matters related to the custodial and grounds maintenance work in the District. The Coordinator must have good public relation skills and be able to consult with other district supervisors and school principals to plan and resolve issues that may arise.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Custodial

Develops programs necessary for the improvement of the operation of Custodial Operations, including standards and personnel training.

Provides leadership of High School Custodial & Facility Supervisors and Head Custodians in planning, establishing, and maintaining the highest achievable custodial programs commensurate with the resources available.

Administers and maintains the contents of the Custodial Handbook. Provides consulting and hands-on custodial training at each school.

Provides biannual custodial in-service/training for all custodial staff.

Provides in-service on new equipment as needed.

Creates and distributes monthly newsletter as part of the custodial training.

Conducts periodic building inspections to ensure district standards are maintained.

Coordinates with the Human Resources Department to recruit and hire maintenance personnel.

Interviews custodian support for the administration support buildings and any schools as requested. Oversees hiring and training of all on-call custodial staff. Participates on the interview committee for all supervisory level custodial positions in WCSD.

Carries out supervisory responsibilities in accordance with WCSD policies and applicable laws; responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Conducts investigations regarding custodial employees and grievance procedures as appointed by the Superintendent under WCSD Policy 1720.

Serves as an extension to the HR Department, assisting school administrators with disciplinary issues pertaining to the custodial staff.

Participates in the yearly priority process with Maintenance and Facilities Coordinators, school principals, custodians, and maintenance staff.

Evaluates custodial fiscal needs, establishing priority spending, creating effective cost controls, and managing the fiscal resources in a prudent manner.

Provides input and submits budget recommendations for WCSD custodial budget. Monitors and oversees district expenses to ensure conformance to budget constraints.

Attends priority meetings at each school and updates meetings with maintenance/physical facilities staff and outside contractors.

Maintains complete detailed files on all schools concerning every phase of my responsibilities.

Coordinates and monitors requisitions for services, supplies, equipment, and materials to ensure efficient operations for all buildings.

Prepares and updates all custodial pricing and purchasing (and coordinates with school secretaries).

Reviews, approves, or makes corrections as necessary on custodial PO's daily.

Stays aware of changes in the cleaning industry and tries to provide the safest, most effective chemicals possible for our schools.

Maintains a file on all SDS chemical information.

Prepares equipment and chemical purchase lists for all new buildings as they come online.

Purchases said chemicals and equipment and trains new custodians in their use.

Organizes all schools on a quarterly ordering schedule.

Consults with waste removal personnel when necessary.

Supervises any pest control problem in schools, including mold, bats, insects, etc.

Supervises District Office and Woodward building custodians and emergencies.

Gives administrative approval on purchase orders for custodial and maintenance items at the district level.

Assists custodial staff at irregular hours to assist with events and respond to emergency situations.

Assists WCSD Maintenance Coordinator and Grounds Supervisor with respective training needs.

Is a participating member of the first response team for facilities in the event of an emergency.

OSHA and Risk Management Compliance

Delegates assignments to custodians for repairs and completion of various projects. Coordinates with district maintenance personnel for more expensive repairs and priority projects. Works with school administrators, district maintenance, district safety committee, and the school inspectors to follow through with recommendations for change and completion of projects.

Completely removes all hazardous chemicals from every campus.

Consolidates all of our cleaning chemicals. Consolidates all floor cleaning and finishing chemicals.

Provides yearly OSHA "Right To Know" training for personnel at each school during faculty meetings. OSHA requires an attendance roll be kept on file.

Provides fire extinguisher safety training in each school on an annual basis.

Provides annual "custodial cleanliness review" and itemized inspections in each school and grounds.

Addresses any safety issues raised by Fire Marshal or Risk Management inspections.

Flooring

Consults with our engineering firm on all flooring items such as carpet, VCT tile and acrylic covering or sealing on concrete floors in new construction and remodels.

Receives bids on all carpet and tile in color and quantity. Orders, prepares PO's, and arranges delivery for all floor products at new construction.

Visits each school with flooring samples and coordinates with principals and staff their preferences for (priority) replacements.

Orders, prepares PO's, and arranges delivery for new flooring.

Trouble-shoots, and consults with school staff about any flooring problems.

Coordinates demolition and installation of all new and priority flooring with installer.

Provides emergency flooring product and installation when needed.

Researches more innovative products to use on floors and concrete.

Maintains a current inventory of each room in each school by use of an alphabetized list of school floor plans. Providing dates, colors, amounts, styles and changes in every school.

Schedules and monitors all work done by the installer.

Warehouses and inventories all excess carpet and related supplies.

Paint Crew

Collects paint crew letters of intent for the summer crew.

Coordinates with paint crew supervisor the painting requests from each school.

Works directly with the paint crew supervisor and provides needed supplies for his crew.

Collects painting bids each year. Provides painting purchase orders for the summer.

Grounds Maintenance

Monitors grounds maintenance programs and supervision for compliance with safety, management, scheduling, and best practice expectations.

Monitors financial budgeting and expenditures.

Monitors effective use of resources and staff.

Mentors, evaluates, and oversees subordinate supervisory personnel.

Takes appropriate administrative action when necessary.

Evaluates effectiveness of grounds operations.

SUPERVISORY RESPONSIBILITIES

In consultation with school principals, this position directly supervises school High School Custodial & Facility Supervisors, Head Custodians, Paint Crew Supervisors, Grounds Supervisor, and On-Call Custodians. Provides indirect supervision to all custodians.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to prioritize multiple tasks. Ability to exercise sound judgement and work independently.

Knowledge of modern cleaning methods and equipment. Knowledge of safe work practices.

Ability to establish and maintain effective working relationships with others.

Ability to drive a car, pickup truck, and other vehicles if needed.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's degree (A.A.) or equivalent from two-year college or technical school; or a significant amount of specific experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *The physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle or feel; and reach with hands and arms. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee

is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must have manual dexterity to manipulate small objects and handle tools safely. Must be able to see and read fine print and work with small component parts.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and extreme heat. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; outside weather conditions; extreme cold; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

Prepared By: Executive Director of Human Resources			Date: 5/20/2020
Approved By: Executive Director of Human Resources			Date: 5/20/2020
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	