

<b>Job Title:</b> Director, Custodial Operations	<b>Wage/Hour Status:</b> Exempt
<b>Reports to:</b> Associate Superintendent, Operations	<b>Pay Grade:</b> 108
<b>Dept/School:</b> Custodial Operations	<b>Date Revised:</b> July 30, 2019

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**Primary Purpose**

Direct and manage the district's custodial operations. Maintain facilities in a condition of operating excellence so that full educational use may be made at all time. Provide students with a physical learning environment that is safe, clean, attractive, and functional.

**Qualifications****Education/Certification**

Bachelor's degree

**Special Knowledge/Skills**

- Ability to read, write and speak English
- Knowledge of equipment, chemicals, and materials used in building cleaning processes
- Knowledge of minor repair techniques, buildings and grounds maintenance
- Knowledge of applicable city and state codes related to sanitation, fire and health
- Ability to communicate in Spanish preferred
- Knowledge of basic principles of building maintenance and custodial operations
- Ability to manage budget and personnel
- Ability to read blueprints and schematics
- Ability to interpret policies, procedures, and data
- Strong organization, communication, and interpersonal skills
- Ability to work different shifts

**Experience**

Five (5) years supervisory experience in custodial/maintenance operations

**Major Responsibilities and Duties****General**

1. Develop and maintain written procedures for maintenance, reporting, monitoring, and security of all district buildings and equipment as related to custodial operations.
2. Implement federal and state law, State Board of Education rule, and local board policy in custodial operations area.
3. Compile, maintain, and file all reports, records, and other documents required in custodial area.
4. Prepare data necessary to process custodial payroll.
5. Coordinate activities with directors in operations unit as needed.
6. Directly supervise all central office custodial personnel and provide training, support, and indirect supervision of campus based custodial personnel.

**Budget and Inventory**

7. Prepare and administer custodial budget and ensure that programs are cost-effective and funds are managed prudently.
8. Compile budgets and cost estimates based on documented program needs.
9. Plan and direct inventory and stock control program for equipment and supplies.
10. Initiate purchase orders and bids for custodial equipment/supplies in accordance with budgetary limitations and district policies.
11. Replace and maintain a current inventory of supplies and parts to avoid delay when reordering.
12. Process invoices and purchase orders for custodial equipment/supply purchases in accordance with policies, regulations, and standard operating procedure.
13. Recommend disposal of obsolete equipment and purchase of replacement equipment when necessary.

**Personnel Management**

- 14. Prepare, review, and revise job descriptions in custodial department.
- 15. Evaluate job performance of central office custodial employees to ensure effectiveness.
- 16. Recruit, train, and supervise custodial personnel and make sound recommendations about personnel placement, transfer, retention, and dismissal.
- 17. Assist campus administrators on matters relating to custodial personnel evaluations and discipline as required.

**Safety**

- 18. Maintain safety standards in conformance with federal, state, and insurance regulations and develops a program of preventive safety for custodial staff.
- 19. Ensure that equipment is maintained in operating and optimum condition.
- 20. Direct and maintain safety programs for all custodial personnel.
- 21. Provide training programs, in-service, and on-the-job instruction through apprenticeship to develop employees into more efficient workers and to prepare them for advancement.
- 22. Coordinate with principals, Head Custodian and custodial inspectors on all custodial work schedules.
- 23. Approve all campus requests for custodial supplies, floor-cleaning machines, hardware, yard maintenance machines, and maintains inventory of all power equipment used by custodians in carrying out their custodial duties.
- 24. Test new products when necessary in coordination with purchasing department and oversee all technical aspects of equipment/supply bids.
- 25. Maintain accounting of all budget funds for custodial operations and shows fiscal responsibility.
- 26. Maintain reports from area inspectors on building cleanliness, security, safety and initiates corrective programs or action as needed.
- 27. Send out election notices to the building administrator and Head Custodian where voting will take place.
- 28. Develop and maintain a computerized database in coordination with Human Resources Department to monitor and control and substitute custodian assignments.

**Other**

- 29. Perform disaster duty when needed.
- 30. Attend professional growth activities to keep abreast of innovative techniques in custodial operations.
- 31. Respond to afterhours emergencies as needed.
- 32. Maintain custodial staffing in accordance with Bulletin 10, Custodial Operations.

**Supervisory Responsibilities**

Supervise and evaluate performance of custodial personnel, custodial inspectors, and clerical office staff.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Occasional prolonged and irregular hours. Frequent districtwide travel; work indoor and outdoor to conduct on-site inspections of all facilities.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos, at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito Rosa Ramos al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.