

Wentzville R-IV School District

Position Description

Position Title: Director of Custodial Services
Reports To: Executive Director of Facilities

SUMMARY

Maintains a consistently clean and safe environment so that the District can provide a positive and productive educational experience.

QUALIFICATIONS/REQUIREMENTS

The Director of Custodial Services shall have a minimum of three years of experience in any area of operations management and shall demonstrate the ability to handle complex personnel issues. Organizational skills and the ability to handle multiple tasks simultaneously are critical for this position. Administrative and supervisory experience is strongly recommended. A high school diploma is required, bachelor's degree preferred.

ESSENTIAL JOB DUTIES

- Plans and directs the cleaning of all facilities in a manner consistent with District policies.
- Works closely with building principals and custodial building supervisors in developing procedures for the custodial care of District facilities and to properly support safety and security programs.
- Inspects buildings and monitors staff regularly to ensure that high standards of cleanliness and safety are maintained.
- Monitors adherence to OSHA guidelines.
- Implements federal, state, local and product safety requirements for the proper use and storage of chemicals.
- Responsible for directing Security, Mail, Warehouse and Delivery functions.
- Advises the Superintendent, CFO and Executive Director of Facilities on safety and security matters.
- Establishes and administers departmental schedules.
- Establishes and supervises special summer custodial programs and related schedules.
- Develops specifications, cost estimates and bidding documents for custodial supplies and equipment.
- Develops and monitors an annual departmental budget.
- Monitors, maintains inventories and purchases custodial supplies and equipment.
- Participates in interviews and gives feedback for recommendations, to building Administration, to the personnel office for the assignment and termination of custodial and security staff.
- Identifies training needs and implements programs for departmental personnel.

ESSENTIAL JOB DUTIES (cont'd)

- Evaluates employee performance, conducts employee evaluations, provides support for continuous employee performance improvement, and assists in the employee remediation process in collaboration with building administrators.
- Handles departmental personnel issues such as absenteeism, vacations, and other leaves of absences.
- Uses District systems efficiently to handle inventories, work-orders, purchasing, employee evaluations and leave.
- Schedules and monitors contracted trash removal services.
- Responds to emergency calls regarding District facilities.
- Attends meetings of the Board of Education, as required.
- Attends district administrator meetings.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Superintendent of Schools, Chief Financial Officer, and Executive Director of Facilities.

ADA COMPLIANCE

The essential functions contained in this Job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

The Director of Custodial Services shall be employed on a twelve-month basis with five weeks of vacation. Salary for the position will be established annually.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of administrative personnel.