

Middletown, CT Job Description

Classification Title	Custodial Manager
Job Code	
Department	Board of Education
Union Group	Teamsters 671
FLSA Status	Non-Exempt
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to supervise custodial operations and employees, ~~and~~ coordinate custodial operations services for all schools and respond to emergencies. ~~The work is performed under the direction of the Director of Facilities.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises custodial ~~workers for all schools; recommends candidates for hire and hires temporary workers; provides~~workers. Provides training and ~~instruction; plans~~instruction. Plans, coordinates, assigns and reviews work ~~; maintains standards; allocates personnel; evaluates performance and recommends promotion or conducts verbal warnings.~~
- ~~Coordinates work schedules for all schools. Schedules overtime as needed.~~Works with Director of Facilities to establish procedures to organize, centralize and efficiently manage daily operations of custodial and grounds service.
- Oversees, implements and Ensures compliance with safe working practices and procedures. Ensures compliance with Board of Education policies, union contracts, Facilities department procedures and City Personnel Rules. ~~Inspects schools to determine safe conditions, cleanliness and vandalism.~~
- ~~Acts as the designee for the districts Asbestos Management Plan.~~Inspects schools and other ancillary facilities to determine and establish cleanliness, organization and grounds keeping standards.
- Administers purchasing operation for custodial division, which includes ordering cleaning/maintenance supplies, restroom necessities, addressing custodial equipment repairs and replacement, and contracted matting and dust mop program.~~Orders supplies and equipment needed for custodial work. Oversees inventory control. Orders, maintains and repairs custodial equipment.~~

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- ~~Oversees contracted cleaning. Oversees recycling and rubbish removal contract; meets with contractors regarding bids. Oversees snow and ice removal at all schools and Board of Education building. Assists in overseeing grounds maintenance contracts. Coordinates work requests, emergency requests and quotes for work.~~
- Maintains availability on call to respond to emergencies; ~~e~~Coordinates operations during emergency situations.
- ~~Investigates work problems and determines corrective action to be taken.~~
- ~~Prepares overtime, expenditure and other reports for the Director.~~
- ~~Participates in all custodial grievances and hearings.~~
- ~~Assumes Director of Facilities duties in the absence of the Director.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

High school diploma or equivalent with vocational/technical training in custodial services operation ~~and at least three years with five years~~ of progressively responsible custodial services operation and supervisory experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Appropriate education substitutions can be made.

Other

- Position requires a valid CT driver's license. ~~Ability to obtain State of Connecticut Asbestos Management Certification within six (6) months of hire.~~

PREFERRED QUALIFICATIONS

Building Operator Certification and Certified Pool Operator's License.

KNOWLEDGE, SKILLS, and ABILITIES

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- ~~Requires the ability to perform mid level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.~~
- ~~Requires the a~~Ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- ~~Requires the a~~Ability to utilize a variety of data analysis techniques to review, categorize and prioritize safety guidelines or statutes reference, descriptive and/or advisory data and information such as time cards, reports, work orders, invoices, memos, records, attendance forms, MSDS, maintenance manuals, policies, contracts, rules, procedures, guidelines and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Director of Facilities, all principals, Associate Superintendent, teachers, contractors, vendors, Parks and Recreation personnel and the public.~~Knowledge of cleaning/maintenance products that adhere to Green Cleaning CT state statutes.
- ~~Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.~~
- Ability to Pprioritize and assign work
- Knowledge in ~~T~~training, orienting, and managinge personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations

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- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Mmeet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Mmaintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Rreason/analyze; use logic to identify and resolve problems
- Ability to eEvaluate, organize, and summarize data and information
- Ability to Eestablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Ssatisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and all custodial equipment, and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~

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~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

WORKING CONDITIONS

The working conditions 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.

~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling and lifting.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/01/15
Dates revised	