

**St Francis School District
Job Description**

Job Title: Custodial/Maintenance Coordinator **Reports To:** Director of Finance & Operations

Job Category: Professional **FLSA Status:** Exempt

SUMMARY - The Custodial/Maintenance Coordinator will provide leadership and a positive attitude for the day-to-day facilities operations of the District, monitors cleaning of facilities and maintains the buildings and grounds in a condition of operating excellence which instills a sense of pride for students, staff, parents and community members.

This is a hands-on position with management responsibilities for an individual seeking professional challenge at an accredited school district. The District seeks a candidate with a sense of humor, calm demeanor, and growth mindset in leading a high-performing facilities department. As part of the District Goal of Continuous Improvement, a professional development plan will be developed collaboratively with the Director of Finance & Operations to provide the chosen candidate an opportunity for growth within the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, as well as, other duties assigned:

1. Perform work on all service systems (HVAC, electrical, plumbing, alarm, and other building components), under the direction of the Director of Finance & Operations.
2. Respond to electronic work orders and complete or delegate to Building Custodians as appropriate based on complexity of work. Maintain a regular check on the estimated backlog of incomplete work and recommend ways to complete the back orders.
3. Serve as main contact for facilities vendors and work with Head Custodians to coordinate repairs to such service systems through established service agreements with outside contractors.
4. Assist in developing preventative maintenance programs and make recommendations to the Director of Finance & Operations.
5. Perform emergency repairs in the areas of HVAC, plumbing, electrical, carpentry, masonry, general building systems and custodial/maintenance equipment. Make recommendations regarding major building systems repairs beyond emergency repairs to the Director of Finance & Operations.
6. Plan and submit a detailed facilities budget to the Director of Finance & Operations. Regularly review and update the budget in line with Board approval.
7. Obtain bids for all building maintenance projects in accordance with District Purchasing Policy and make recommendations to the Director of Finance & Operations.
8. Oversee all custodial personnel. Review performance of custodians on an annual basis and conduct evaluations in collaboration with the Director of Finance & Operations.
9. Monitor custodial cleaning of District buildings and arrange for custodial coverage as needed.
10. Monitor to ensure cleaning is in compliance with District Custodial Cleaning Standards.
11. Oversee the operation of the swimming pool and acquire certification as a Certified Swimming Pool Operator.
12. Maintain an inventory of necessary maintenance equipment, supplies, parts and records.
13. Responsible for the maintenance, orderliness and cleanliness of the maintenance and related storage areas.
14. Strive constantly to promote safety of students and staff. Maintain up-to-date Safety Data Sheets as required by law.
15. Hold and maintain a valid driver's license, with no serious violations
16. Serve as a backup for filling any custodial positions as needed.
17. Serves as a member of District committees and provides leadership where appropriate or requested by the Director of Finance & Operations.
18. Perform all other duties as assigned by the Director of Finance & Operations.

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QUALIFICATIONS

1. Demonstrate the ability to communicate effectively and proactively in writing and in person when resolving challenging issues.
2. Ability to work independently with minimal supervision.
3. Ability to direct facilities employees while performing maintenance tasks.
4. Must be available to assist for all building emergencies (day or night) if called via District-issued cell phone.
5. Shall be neat and professional in appearance and behavior.
6. Serve as a role model for students by conducting self as a responsible, intelligent citizen.
7. Instill in students the belief in and practice of ethical principles and democratic values.
8. Exhibit a sense of humor, calm demeanor, and growth mindset in leading a high-performing Facilities Department.

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.

EDUCATION and/or EXPERIENCE

High School diploma is required. A minimum of three (3) years of facilities / custodial experience in a school setting is preferred. Additional training in the trades is desired; HVAC, electrical, plumbing, etc. or other similar work experience involving the technical expertise is required to perform these duties.

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 and fingers to handle, or feel objects, tools or controls; and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 100 lb. such as furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to focus.

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.

1. The noise level in the work environment is usually quiet to loud.
2. Work in a fast-paced environment while handling multiple tasks.

DRUG-FREE WORKPLACE - The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy **4122.01** throughout his/her employment in the District.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned. This job description is intended to comply with the American with Disabilities Act; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.