



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Assistant Director Custodial Services
Payroll/Personnel Type:	12 Month
Job #:	8711
Reports to:	Deputy Superintendent of Operations/Building Commissioner
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

The Facilities Manager will be responsible for all custodial, grounds, and warehouse management in a multi-site school district creating a clean, safe, and welcoming environment.

Essential Functions:

- Overall responsibility for staffing, scheduling, training, performance management and development of and development of hourly staff including substitutes as needed
- Enter into, coordinate, and manage contracts for supplies, grounds management, moving companies, uniforms, etc. as needed to perform duties
- Routinely performs project management duties
- Regularly meet with principals and other location managers to discuss and resolve building and/or staff issues and needs
- Ability to meet the operating and financial goals of the District
- Maintains an efficient work order system that is responsive to customers
- Must be able to work a flexible schedule, weekends, and evenings to fulfill obligations and respond to emergency needs
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Strategic planning and leadership skills; able to develop a vision and lead a group to accomplish the vision
- Ability to supervise, train, coach, mentor and evaluate employees and foster a cooperative work environment
- Excellent and effective communication and interpersonal skills, both verbal and in writing
- Ability to express information to individuals or groups effectively
- Effective problem-solving and strong analytical skills
- Ability to develop innovative solutions and recommendations
- Excellent organizational skills and ability to develop and manage projects to successful completion in a large organization
- Ability to exercise sound judgment and make decisions in high pressure and/or emergency situations
- Knowledge of a wide variety of custodial processes along with experience in managing and developing custodial employees
- Expertise in asset management and extensive safety facility programs
- Experience with hard surface floor care and carpet care and understanding of chemicals used in cleaning processes
- Ability to manage in a diverse environment with focus on customer service
- Proficient with MS Office applications

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Experience:

- Minimum 3 years of custodial, grounds and/or warehouse management experience
- Experience in public sector organization, preferably a school district

Education:

- Associate or Bachelors of Science in Business (required)
- Management degree or other related field of study is (preferred) consideration will be given for experience in lieu of degree
- Minimum 3 years of custodial, grounds and/or warehouse management experience
- Experience in public sector organization, preferably a school district

Physical Requirements:

- Standing, walking, sitting, climbing, stooping or crouching, kneeling, reaching, pushing grasping, talking and hearing
- Clarity of vision at 20 feet or more and 20 inches or less, bring objects into sharp focus and see up and down or to the right or left while fixed on a point
- Medium work – exert up to 25 pounds of force continuously and/or over 60 pounds of force frequently to lift, carry, push, pull or otherwise move objects
- Must have a valid driver’s license
- Must be physically able to operate a motor vehicle

Working Conditions and Environment:

- Custodial/housekeeping work is performed both indoors and outdoors year round
- Must be able to withstand extreme temperatures as well as potentially hazardous environments
- Must be physically able to wear dust mask/respirator and face protection

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and 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.

Review/Approvals:

Employee	Date
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Date _____

Immediate Supervisor _____ Date _____

Date

Human Resources Date

Date



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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.