



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

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| Position Title: | Facilities Manager – 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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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.