

Jordan School District  
**ADMINISTRATION JOB DESCRIPTION**

Job Title: **Director of Custodial and Energy Services (M40)** Lane Placement:  X4   
 Department / Location: Custodial and Energy Services  
 Supervisors Title: Auxiliary Services Administrator Contract:  245 Days   
 FLSA Classification:  Exempt  Hours per Day:  8   
 Department Approval:  [Signature]  Date:  2/3/16   
 ADA Review:  [Signature]  Date:  2-8-16   
 Human Resources Approval:  [Signature]  Date:  2/4/16   
 Superintendent Approval:  [Signature]  Date:  2/8/16   
 Original date:  06/88  Revised:  11/09  Revised:  01/16  Revised:

**GENERAL FUNCTION**

The Director of Custodial and Energy Services is responsible for developing and maintaining a Districtwide custodial and energy operations program. Develops an annual budget based on need and then monitors expenditures throughout the year. Establishes specifications and recommends custodial supplies and materials to be stocked in the warehouse. Works directly with school administrators and Human Resources to hire the most qualified applicants. Responsible to oversee the necessary training and evaluation of custodial staff (including sweepers) and energy staff Districtwide. Responsible to oversee the management and implementation of the following: hazardous waste removal, pest control, utility resources, energy conservation, incident command documentation secured at each school location and the training and custodial component associated with the Globally Harmonized System (GHS) Information.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Set performance standards and monitor all custodial and energy services in the District. Work to ensure that all schools are clean, safe and maintained according to the criteria established in the custodial and energy operating programs.
- Responsible to establish and oversee appropriate training programs designed to educate custodial and energy staff on proper operating procedures.
- Responsible for coordination and oversight of all Districtwide custodial and energy budgets related to supplies, equipment and materials. Monitors and manages allocated budgets according to District goals, policies and guidelines. Works with purchasing and vendors to ensure accurate ordering and receiving of all custodial supplies.
- Responsible for the direct supervision of the custodial trainer, specialists, energy resource managers, energy education coordinator, assistants and office staff assigned to the department.
- Work directly with school administrators and Human Resources to hire the most qualified applicants for available school and departmental positions.
- Oversee and manage hazardous waste removal, pest control, utility resources, energy conservation and incident command documentation secured at each school location.
- Manage the custodial component of the GHS and provide training as needed.
- Assist in preparation of District, State and Federal reports as required.
- Assist in development, implementation and evaluation of short and long-term planning and accountability procedures for the department.
- Inspect buildings and grounds for energy improvements. Provide leadership and direction in the development and implementation of energy conservation programs.

Provide leadership to school principals and custodians in matters pertaining to energy, water, waste removal and recycling programs within the District.

- Work directly with Local, State and Federal agencies to ascertain District compliance regarding waste water discharge, storm water discharge and waste disposal from District property. Also works with electrical, gas and water companies to assure accuracy in usage, rates and billing costs related to services rendered.
- Supervise the installation and operation of a central Districtwide energy and water management system. Train operators to use these systems. Set up initial programming and monitors systems, making adjustments continually to monitor and update programs for needs throughout the District.
- Coordinate, prepare and process all time sheets and attendance tracking for custodial and energy staff.
- Keep abreast of current trends in custodial practices, investigate new and improved cleaning equipment methods, current energy and water conservation products and innovations, and recommend plans for implementing appropriate new programs in the District.
- Interacts and cooperate with all Auxiliary Services department directors.
- This position requires punctual and regular daily attendance.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.
- Represent the District at local, State and Federal meetings and participates in professional organizations as appropriate.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

#### **Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires a Bachelor's degree in facilities management, business, organizational development or related field plus six to ten years successful job related work experience or an equivalent combination of education and experience.
- Two years of supervisory experience required.
- Requires a strong knowledge of laws and regulations related to the custodial fields (e.g. ADA, OSHA, Workers' Compensation, GHS and other applicable laws and regulations) and a comprehensive understanding of energy conservation and utility management (e.g. storm water, water, sewer, power, natural gas, waste removal).
- Requires knowledge and experience using all types of custodial equipment currently operating in all schools.
- Ability to write reports, business correspondence, procedure manuals or policies.
- Ability to effectively present information and respond to questions from principals, directors, executive administration, employees or the general public.
- Demonstrated understanding in computer programs (e.g. word processing, spreadsheets, data bases, etc.).
- Ability to identify and resolve problems in a professional and timely manner.

- Ability to coordinate projects, manage project team activities and communicate progress or resolution of team activities.
- Ability to evaluate and make timely decisions on key issues while exhibiting sound accurate judgment skills.
- Demonstrated competence in being proactive, motivated, organized and results-oriented within a fast-paced, highly demanding environment.
- Requires excellent communication skills both oral and written.
- Requires ability to plan, organize, implement and budget.
- Requires a valid Utah Driver License.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**Machines, Tools & Equipment Used:**

- Standard office equipment
- Tools, equipment and machines specific to Custodial / Energy Services.
- Operates District or personal vehicle for occasional inter-District or local travel.

**Physical Requirements – Not limited to the following:**

- Requires ability to lift a minimum ten (10) pounds.
- Requires frequent sitting, standing and walking. Uses fingers and arms to keyboard, pickup and hold. Uses eyes, ears and voice for communication.
- Primarily an office environment with regular visits to school sites. Some stress may occur from meeting the various deadlines associated with the position. Incumbent should expect to deal with frequent interruptions, situational problem solving, issues related to personnel and needs prioritization.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*