



**Job Description**

**Job Title: Plant Operation/Custodial Manager**

**Reports to:** Director, Maintenance, Grounds & Plant Operations  
**Department:** Plant Operations/Custodial  
**Compensation:** Sodexo Employee  
**Overtime Status:** Exempt  
**Date Job Revised:** June 27, 2006

**Position Summary:** Provide leadership and strategic direction to Area Supervisors by promoting best practices in order to uphold the District's Mission, Values, & Goals. Maintain departmental budget. Implement continuous staff development through extensive training programs.

**Qualifications/Job Requirements**

**Education:** Associates Degree

**Specialized Knowledge, Licenses, etc:** 3<sup>rd</sup> Class Engineers License, Driver's License, Pool Operators License.

**Experience:** Technical, Trade or Vocational degree or a minimum of three years experience in management experience.

**Specific Training/Skills:**

**Physical Requirements (If Applicable):**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of citizens or employees.

**Other:**

**Scope of Authority (If Applicable):**

**Customer Contacts (Internal and External):**

- **Internal**
  - Grounds, Plant Operations & Maintenance employees
  - TPS Site Principals, Administrators, Teachers, Coaches, Nurses, Students, Child Nutrition & Transportation
  - TPS Department Managers
- **External**
  - Parents
  - Health Department
  - Fire Marshall
  - OSHA Inspector
  - Workers Compensation Administrator
  - Print, television and radio media
  - Citizen groups

**Duties and Responsibilities:**

- Assisting Director in establishing, maintaining & controlling sound fiscal accounting for all fiscal matters including purchasing, personnel, inventory, budgets & utilities.
- Prepares reviews and submits to the Director various accounting reports needed to make sound decisions on fiscal conditions.
- Reviews and prepares budgetary and personnel requirements.
- Works closely with Accounting, Human Resources and the Facilities Office to ensure all fiscal regulations, laws and requirements are followed and administrative tasks accomplished by all parties.
- Advises first line supervisors of cost and personnel data pertinent to custodial activities.
- Collects and assists departmental and administrative heads with information and costs concerning Custodial projects.
- Responds to emergency calls as necessary
- Serves as inspector/observer on all custodial projects; inspects and observes for quality and quantity of materials and methods of cleaning and disinfecting.
- Assists Bond Office in planning and implementing of plans for new facilities, replacement of existing facilities and renovation projects in regards to coordinating with the site Custodial staff.
- Maintains up to date files on all facilities and work projects.
- Communicates the status of all projects to the Director.
- Maintains files for Inventory Records, Quality Control Records, Emergency Disaster Plans, Employee Files and Interdepartmental Transfer records.
- Responsible for assisting the Grounds Manager and Maintenance Manager in the design and development of snow removal program including detailed communication network to facilitate implementation.
- Develop and implement an on going training program which includes Safety, Chemical Handling, Equipment and Staff Development.
- Attend workshops and conferences; keep informed on current trends that affect job responsibilities.
- Represent the District on various committees as assigned by the Director.
- Perform additional duties as assigned by the Director.