



Job Title: **Custodial Specialist**

Department: **Custodial Services**

Supervisor: **Custodial/Grounds Services Coordinator**

Lane Placement: **ESP Lane 11**

Schedule: **8 hrs / 245 days** Evaluation Group: **JCES 2**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Custodial/Grounds Services Coordinator, the Custodial Specialist assists with the development and the maintaining of standards for custodial services within the District. Monitors and assists full and part time custodial staff with proper cleaning practices and procedures and the Canyons Custodial Education Program. Oversee the maintaining of standards for Custodial Services within all district buildings. Responsible for all aspects of in school training and inspections. Required to work in buildings side by side with the Assistant Facilities Manager. Assists with maintaining and updating information from State and Federal regulations and works with Federal and State agencies (e.g., Board of Health, Risk Management, etc.).

ESSENTIAL FUNCTION

- Meets with Assistant Facilities Managers to insure proper cleaning chemicals are being used.
- Trains the Assistant Facilities Manager on all cleaning operating procedures.
- Assists with the implementation of cleaning programs in all district buildings.
- Workloads all new and existing district buildings.
- Evaluates school custodial needs at all district facilities and reports to the Custodial Coordinator.
- Monitors each school's progress, evaluates and/or recommends necessary changes.
- Performs site visits/cleaning inspections at all district properties.
- Incumbent must be comfortable with training Assistant Facilities Managers.
- Works with Federal and State agencies (e.g. Board of Health, Division of Risk Management).
- Assists the with creating and implementing Custodial Services standard operating procedures.
- Assists the Custodial Trainer with the implementation and monitoring of IPM in all district buildings.
- Monitors and maintains records on inventories and procedures.
- Assists with updating custodial supplies and equipment.
- Oversees Custodial Services loaner equipment program.
- May be asked to assign Facilities Leads to buildings.
- May be asked to sub in a district building.
- Required to attend all Custodial Services trainings and professional development workshops.
- Requires office and field work.
- Incumbent is on-call 24/7 for emergencies.
- Other duties as assigned.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- 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 machines, 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.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires a minimum five years specific custodial job experience with two years in supervisory capacity with demonstrated competence. Must demonstrate competence in reading writing, math and computer skills.
- A Utah State Building Contractors License (B-100), Associate Degree or higher in Facility Management or a related field or ISSA CIMS (Cleaning Industry Management Standard) is preferred.
- Requires a Swimming Pool and Spa Operation Certification.
- Requires training in the Canyons Custodial Education Program (CCEP).
- Requires a willingness to continue with educational opportunities (e.g. in-services, research, seminars) to promote new innovations and improvements in custodial cleaning products and equipment.
- Must keep up-to-date on changes with Federal and State agencies (e.g. OSHA, Risk Management, Division of Air Quality and the Board of Health, S.D.S safety procedures) in order to assure the District's compliance with these laws.
- Requires valid Utah Driver License and proof of insurance for personal vehicle.
- Requires a minimum five years specific custodial job experience with two years in supervisory capacity with demonstrated competence. Must be able to demonstrate competence in reading writing and math.
- Job requires excellent supervisory and organizational skills.
- Requires basic computer skills and Microsoft Office proficiency.
- Requires supervisory skills and the ability to write and communicate clearly.
- Requires excellent interpersonal and communication skills.
- Requires the ability to communicate clearly and professionally (e.g. training and providing instructions).
- Requires a mechanical aptitude in plumbing, electrical, general repairs, the operating of heating, cooling and indoor air quality.
- Requires a basic knowledge of the New Employee Orientation, swimming pool safety, maintenance and health regulations, State and Federal regulations.

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| <ul style="list-style-type: none"> • This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position. • 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 machines, tools and equipment used; background; and any licenses or certifications required. • Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. |
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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 services.
- Operates District or personal vehicle for occasional intradistrict or local travel.

PHYSICAL REQUIREMENTS---Not limited to the following:

- May be required to work in all weather conditions.
- Work is subject to occasional lifting (up to 50 pounds).
- Occasionally requires working with hazardous materials.
- Work is subject to occasional intradistrict and local travel in District or personal vehicle.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (50) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, 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.*

All employees are required to participate in the District evaluation process.
 It is the employee's responsibility to review and adhere to all district policies and procedures.
 This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/8/2020