



Job Title: **Custodial/Grounds Coordinator Level 1 & 2**

Department: **Facilities Services**

Supervisor: **Director of Facilities Services**

Lane Placement: **ESP Lane 16, 17**

Schedule: **8 hr/ 245 days** Evaluation Group: **JCES 8**

FLSA Classification: **Non-exempt**

## **JOB DESCRIPTION**

Under the supervision of the Director and Assistant Director of Facilities Services, the **Custodial/Grounds Coordinator** is responsible for planning, scheduling and providing professional on-going custodial and grounds services within all areas of the District. The Coordinator is also responsible for developing and maintaining professional standards for custodial and grounds services within the district and for the training of all custodial and grounds personnel. Participates and assists in developing and monitoring custodial budgets and supplies. The incumbent is responsible to investigate and develop methods to improve all aspects of custodial and grounds services.

## **ESSENTIAL FUNCTIONS**

- Work assignments include the planning, coordinating and scheduling of custodial and grounds services of district facilities.
- Establishes performance standards and monitors custodial services to ensure that all district facilities are clean and safe for students and all other building occupants.
- Responsible for custodial/cleaning inspections of all district facilities.
- Responsible for the grounds maintenance and inspections of all district facilities.
- Responsible for training and other in-service activities for all custodial and grounds personnel.
- Participates in custodial and grounds staff level justification and forecasting.
- Participates in budget projections and tracking.
- Assists in solving personnel problems.
- Evaluates custodial and grounds emergencies and determines appropriate response.
- Performs employee evaluations as assigned.
- Works with administration by prioritizing tasks and activities of custodial and grounds personnel.
- Provides input concerning equipment purchases.
- Assists in the preparation of specifications for bid documents involved in the purchasing process.
- Supervises custodial and grounds personnel as assigned.
- Required to attend scheduled training and departmental meetings.
- Shift work may be required.
- Incumbent is on call 24/7 for emergencies.
- Requires office and field work.
- Drives a district vehicle for transportation to work sites.
- 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.

- 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.

## **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Associate Degree or higher in Facility Management or a related field is preferred
- Lane 17 Placement Requires:
  - Degree in Facility Management or a related field is required or Facility Management Professional Certification through the International Facility Management Association.
- Must provide proof of certifications as required.
- Requires valid Utah Driver License.
- Requires a minimum five years specific custodial job experience (experience at all three levels preferred) with three years minimum in supervisory capacity with demonstrated competence.
- Must demonstrate competence in reading writing and math.
- Requires excellent interpersonal skills. Has extensive interaction with other department administrators, contractors, vendors, school administrators and staff, maintenance and custodial staff and some district administrators.
- Job requires supervisory and organizational skills.
- Must be skilled in organizing and directing others.
- Requires ability to communicate clearly (e.g. training and giving instructions).
- Must demonstrate knowledge of M.S.D.S. safety procedures.

**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.**

## **PHYSICAL REQUIREMENTS---Not limited to the following:**

- Work requires physical exertion (lifting equipment and materials, climbing, working in high places and/or awkward positions).
- May use chemicals that are potentially hazardous.
- Activities may involve outdoor work in all weather conditions.
- Must endure many interruptions.
- Will experience pressure and stress to meet deadlines.

- 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 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](http://www.canyonsdistrict.org)

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Effective date: 6/9/2020