

Custodial Foreman

Purpose Statement

The job of Custodial Foreman is done for the purpose/s of assisting in the direction of custodial services, and grounds services; providing information and serving as a resource to others; and assisting the Maintenance Specialists in planning, evaluating, developing, implementing, and maintaining services while remaining in compliance with established guidelines.

This job reports to Director of Maintenance and Operations

Essential Functions

- Assists in department operations (e.g. site repairs, custodial services, preventive maintenance, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Collaborates with internal and external personnel (e.g. administrators, vendors, community members, etc.) for the purpose of implementing and maintaining services and programs.
- Inspects a variety of department-related operations (e.g. repair work, projects, equipment, work orders, daily custodial work and supplies, etc.) for the purpose of ensuring that jobs are completed efficiently and specifications are within regulatory requirements, and approving inspection reports and payment requests.
- Participates in meetings, workshops, and seminars (e.g. staff meetings, regulatory updates, etc.) for the purpose of conveying and gathering information required to perform functions.
- Performs personnel functions for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives.
- Prepares written materials for the purpose of providing written reference, and conveying information.
- Presents information for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls.
- Recommends new hires, promotions, termination, and transfers for the purpose of maintaining staffing needs and productivity of the work force.
- Responds to inquiries from a wide variety of stakeholders (e.g. staff, district personnel, other professional organizations, etc.) for the purpose of resolving problems, providing information, and referring to appropriate personnel.
- Supervises night and weekend personnel (e.g. hiring and termination recommendations, planning, scheduling, training, etc.) for the purpose of ensuring that the department functions in a safe and efficient manner.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; developing effective working relationships; preparing and maintaining

accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and regulations; and personnel processes.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 40% walking, and 35% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Background Clearance

FLSA Status

Approval Date

Salary Grade

Non Exempt

6/25/2018

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