



Title: **Custodial Facilitator**
Reports to: Administrator Assigned
Department: Maintenance

Pay Grade: 303
FLSA: Exempt
Length of Assignment: 226 days

Summary

Provide consultation, guidance, and assistance to campus administrators and custodial staff to ensure all YISD campuses maintain a safe and clean environment. Responsible for hiring, training, and supervising substitute custodians and assist as needed with district custodial staff. Implement guidelines and regulations regarding custodial duties. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

Essential Functions

1. Responsible for the creation and management of an effective district custodial program to include custodial Standard Operating Procedures (S.O.P.) manual and guidelines.
2. Work collaboratively with campus administration and head custodians to determine campus needs for custodial training and assistance. Provide information and assistance regarding custodial issues at the campus level. Maintain a professional and supportive relationship with all custodial staff within the district.
3. Conduct inspections of campuses/facilities. Perform campus/departments inspections to evaluate the efficiency of custodial work. Provide recommendation for improvement when needed.
4. Responsible for hiring, training, and supervising substitute custodians. Evaluate the custodial needs of the campuses and assign substitutes on a priority basis.
5. Supervise and evaluate service center custodial staff and the central office Head Custodian.
6. Develop and establish a training program for all custodial staff. Implement guidelines and procedures to ensure high-quality custodial work is performed at all YISD campuses.
7. Facilitate the training of custodians in minor maintenance tasks such as painting of rooms and hallways and front areas of school facilities.
8. Evaluate custodial supplies and equipment and make recommendations on the purchase of these items. Work with vendors and the Purchasing Department to obtain supplies and equipment in an expedient and economical fashion.
9. Assist campus administrators with the evaluation of custodial staff, if requested. Serve as a liaison between the campus and Personnel Department on custodian employment issues.
10. Responsible for assisting in the development and effective implementation of short- and long-term planning goals and processes through scheduled head custodial meetings.
11. Provide 24-hour on-call emergency clean-up assistance in the event of a fire, flood, water line break, vandalism, robbery, etc.
12. Provide work assistance to campus administrators and head custodians in the opening of new additions and campuses.
13. Responsible for managing and overseeing the custodial budget.
14. Assist campus administrators in the inspection and audit of afternoon/evening custodial staff.
15. Provide campus support relative to square footage verification and allocation of areas among custodial staff.

16. Attendance at the work site is required to meet essential functions of the job.

Other Responsibilities

1. Participate in professional development activities as required by the district.
2. Follow established safety procedures and techniques to perform job duties; support district/department goals.
3. Maintain a professional code of ethics and perform other duties as assigned.

Qualifications

Bachelor's degree in Business Management or other related field and three (3) years supervisory experience in maintenance/facilities/construction **OR** High School Diploma/General Education Diploma (GED) and eight (8) years verifiable experience in maintenance/facilities/construction, to include three (3) years supervisory experience in maintenance/facilities/construction. Experience and working knowledge of current computer software and hardware related to position. Ability to read and interpret blueprints and plans. Other related technical training, preferred. Must possess effective oral and written communication skills, public speaking skills, and the ability to communicate effectively. Valid Texas/New Mexico driver's license, must be insurable by the district's liability insurance carrier; subject to the YISD drug and alcohol testing policy and regulation.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Able to work evenings, nights and weekends as assigned. Must be able to lift, carry, push and/or pull up to fifty (50) pounds occasionally; more than 50 pounds infrequently and with assistance; requires extended periods of standing, bending, reaching, kneeling, stooping, walking and lifting.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.