



JOB DESCRIPTION

*****SENSITIVE*****

Job Title: Custodial Manager
Dept./Division: Facilities Management
Unit: Custodial
Job Family/Class: Facilities Operation Series
Supervised By: Director of Facilities Management
Employee Type: Exempt
Pay Grade: F

NATURE OF WORK:

The Custodial Manager is responsible for supervising semi-skilled and skilled level staff. Incumbent is responsible for development and implementation of specific programs. Responsibilities may include: conducting performance evaluations, coaching and discipline, prioritizing and assigning work, coordinating work crew activities with other operations, preparing and tracking budgets, conducting site inspections, preparing reports and coordinating projects.

ESSENTIAL FUNCTIONS:

- Supervise staff to include: prioritize and assign work, conduct performance evaluations, ensure staff is trained, ensure that employees follow policies and procedures, maintain a healthy and safe working environment, and make hiring, termination and disciplinary recommendations.
- Develop and maintain policies and procedures relevant to program content and implementation.
- Develop and implement program objectives.
- Review cost accounting reports to determine efficiency and effectiveness of the unit.
- Monitor speed and timeliness of custodial services and minor maintenance or repair requests.
- Conduct periodic inspections of buildings to review work standards; identify and correct deficiencies; complete inspection sheets monthly.
- Oversee daily logging of incidents that may affect unit, including employee incidents and irregularities.
- Ensure compliance with all safety standards and codes; arrange for safety trainings.
- Ensure MSDA sheets are completed and documents all chemicals used.
- Maintain and update inventory of equipment and supplies.
- Ensure superior customer service to all internal and external customers; ensure all complaints are addressed and resolved.
- Communicate unit needs and inform of unit status in meetings and reports.
- Perform other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Supervisory principles;
- Budgetary principles;

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- Custodial operations and functions;
- Recordkeeping principles;
- Project management principles;
- Preparation, use and disposal of chemical cleaning agents;
- Occupational hazards and safety precautions;
- Applicable federal, state, and local laws, rules, and regulations;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Supervise and evaluate employees;
- Manage and execute multiple tasks;
- Prioritize and assign work;
- Operate a variety of maintenance and repair related equipment;
- Apply maintenance and operations principles;
- Compile data and information;
- Recognize problems, identify alternative solutions and make appropriate recommendations;
- Work independently;
- Apply applicable local, state and federal laws, rules and regulations;
- Maintain records and prepare reports;
- Train and lead of subordinates;
- Direct and instruct others in performing similar work;
- Handle multiple tasks and meet deadlines;
- Make independent judgments;
- Work outside in varying weather conditions;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

High School Diploma or G.E.D. and five (5) years of skilled trades or maintenance experience in a related field including two (2) years of lead or supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's License.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card or be able to obtain the Level 1 Arizona Clearance Card within ninety (90) days of hire. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing, balancing. Incumbent, may be subjected to moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, travel, and work space restrictions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

This position may require the incumbent to work non-traditional hours, nights and weekends.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:

Department Head and/or Designee

Date

H.R. Manager/Classification & Compensation

Date

Human Resources Director

Date