



CUSTODIAL SERVICES FOREMAN

SUMMARY/SCOPE/GOAL

Ensure all School Board policies, programs, and custodial procedures at one or more sites are accomplished in a safe, economical, and efficient manner. The primary job location is the Educational Services Facility, but position may be intermittently assigned to other sites.

This position is responsible for the performance of the site-based custodial team. The position is a working supervisor and will also perform custodial duties on a regular and frequent basis as part of the site-based custodial team.

Reports to Custodial Supervisor - Environmental Health & Safety Department, Facilities Services Division.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High school diploma or equivalent required
- At least three (3) years of increasingly responsible experience in custodial services, building and grounds management or related field
- At least one (1) year of supervisory experience
- Certification through the BPS 'Certified -Custodian' or 'Master Certified Custodian' program within one year of employment

PREFERRED/DESIRED:

- Post-secondary education in a related field
- Additional supervisory experience
- Leadership training and/or experience

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid State Driver's License

PREFERRED/DESIRED:

- Valid national - or state-recognized custodial and/or building sanitation trade certification

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification, as necessary.

1. Lead and manage the site-based custodial team.
2. Validate compliance with the site-based standards for cleanliness and other custodial operational standards and requirements.
3. Develop efficient and effective schedules for site-based custodial responsibilities.

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4. Coordinate and collaborate with site-based customers/stakeholders as to expected and realistic levels of custodial services.
5. Ensure responsiveness to customer service requests and anticipate/address custodial service demands.
6. Coordinate custodial team schedules (absences, overtime) to ensure work is covered. Verify payroll.
7. Prioritize custodial work and assign custodial team members to routine, emergency, and preventive maintenance orders.
8. Determine training and equipment needs for the site-based custodial team.
9. Participate in budget development, operational planning.
10. Participate in personnel management functions relating to the site-based custodial team.
11. Frequently perform custodial functions as a contributor to the site-based custodial team.
12. Utilize computer and smart phone for administrative functions such as work order management.
13. Position will require intermittent evening or weekend hours.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Considerable knowledge of business office and school-based custodial standards, requirements, and responsibilities. Ability to lead and manage a site-based custodial team to achieve exceptional results. Considerable skill in customer relations, including strong ability to communicate both orally and in writing. Ability to utilize the computer and smartphone, including Smart Sheet, Word, Excel, Mpulse and other typical software programs/applications used in facility management and general office administration. Ability to respond constructively to stressful situations that may include but are not limited to employee counseling or discipline, customer engagement and resource limitations. Ability to develop performance metrics, gather and analyze data regarding custodial team performance. Ability to perform custodial duties.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use or repair of hand tools, power tools, air tools, shop equipment, etc.

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

**PHYSICAL REQUIREMENTS:
(M) MEDIUM WORK**

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:
Intermittent light machinery noise and activity level.

Indoor office environment most often with frequent indoor/outdoor movement between pods/locations. Intermittent outdoor work including light mowing, pressure washing, gutter cleaning, litter removal, waste management, etc.

Requires sitting, standing, walking, bending, stooping, kneeling, finger dexterity, talking, hearing and visual acuity.

TRAVEL:
Travel between sites occasionally. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Facilities Services	DEPARTMENT:	Facilities Services
TITLE CODE:	Lxxxx	CONTENT BY:	Sue Hann, Assistant Superintendent Facilities Services
GRADE:	13	COMPENSATION:	Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	Submitted 9/8/2022	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	8/5/2022	Developed	Sue Hann, Assistant Superintendent Facilities Services

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.