



# OSCEOLA COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>Position Title:</b> Coordinator of Custodial and Ancillary Services		<b>Board Approved:</b> 07.15.14
<b>Position Level:</b> Administrative Salary Schedule/ 12 months	<b>FLSA Status:</b> Exempt	<b>Reports to:</b> Director of Facilities Services

### GENERAL DESCRIPTION

This position is primarily responsible for the custodial, lawn maintenance, landscaping, environmental health and safety and district-wide recycling programs.

### KEY RESPONSIBILITIES

- To coordinate the oversight and administration of all district wide custodial services.
- To coordinate the oversight and administration of various operational test and inspection contracts for sufficiency and accuracy.
- To initiate work request to address the deficiencies noted on the required test and inspection contract reports and maintain all current files related to the inspections.
- To facilitate annual training for custodial staff to meet minimum safety standards and school board rules.
- To coordinate the oversight and administration of the district wide lawn maintenance operations.
- To act as the administrator for the centralized custodial team and the district Custodial Foreman.
- To provide administrative support to the Health and Safety Inspectors and Specialist in the preparation of the annual Health and Safety report. Ensure that the Health and Safety report is submitted to the School Board and Department of Education as prescribed by statute.
- To provide administrative support to the bi-annual site inspections for quality assurance of all custodial and lawn maintenance services.
- To provide support to the Purchasing Department and school administration pertaining to all custodial and lawn maintenance contracts.
- To provide input to the Maintenance and Facilities Department of any pertinent issues as related to operations and health and safety issues.
- To perform other duties as assigned by the Supervisor.

### CLASS SPECIFICATION

<b>Position Title:</b> Coordinator of Custodial and Ancillary Services	<b>Reports to:</b> Director of Facilities Services	<b>Position Level:</b> Administrative Salary Schedule
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<b>KEY JOB REQUIREMENTS</b>	
<i>Formal Education:</i>	Bachelor degree in Business, Environmental Science, Construction Management or related area.
<i>Work Experience:</i>	Five (5) years of related experience with at least one year in a supervisory capacity.
<i>Impact of Actions:</i>	Makes decisions and final recommendations, which routinely affect the activities of an entire facility or school. Position duties may include responsibility for developing strategic plans for one or more facilities or schools.
<i>Complexity:</i>	Work is non-standard and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Supervision is present to establish broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to set objectives, coordinate activities within a department or to complete a project. Actions taken may be based on similar situations encountered in the past.
<i>Communications:</i>	Requires regular contacts to discuss issues of moderate importance and to respond to inquiries. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within one department in the areas of compensation, staff selection, disciplinary action, complaints, employee performance, appraisal, and similar supervisory duties. Plans, assigns and evaluates the work of subordinates for effective operations and results of the unit.
<i>Planning:</i>	One to Three Years: Formal plans that exceed on year, but not three years beyond normal operating planning.
<i>Job-Related Knowledge and Skills:</i>	Advanced Professional Skills: The professional theory and practice of the level above, but applied at the advanced level of a “seasoned” professional. Requires extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines (example, Technology, Purchasing, Human Resources Management, etc. Commitment to flexible hours/days to conform to contractor work hours. Valid Florida Driver’s License required.
<i>Working Conditions/ Physical Effort:</i>	Work requires physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury including but not limited to, the use of ladders, climbing and traversing potentially hazardous construction sites and temporary staging.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.