

		REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	CLASSIFICATION:	Classified Management

APPROVED:  
Commission  
Board

- x Work with City administrators to develop, implement and monitor the Refuse and Recycling Program within the District; assure compliance with proper maintenance and disposal of hazardous waste and maintain current HMBP plans
- x Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities
- x Assist in managing and implementing the District's Property Management Program; accept, review and provide initial approval for Facilities Use Permits for rental of District facilities by public and private groups; arrange for after hours clean up by custodial staff
- x Conduct scheduled site inspections; inspect completed work by custodial and grounds staff for accuracy and compliance with instructions and established standards; assist administrators in the development of custodial standards
- x Communicate with other administrators, personnel and outside organizations to purchase equipment and coordinate activities and programs, resolve issues and conflicts and exchange information
- x Develop and prepare the annual preliminary budget for the custodial and security Departments; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations
- x Coordinate, monitor and document the Integrated Pest Control Program
- x Operate a computer and other office equipment as assigned; drive a vehicle to work as assigned
- x Attend and conduct a variety of meetings as assigned

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Planning, organization and management of District custodial and safety and security programs
- Applicable laws, codes, regulations, policies and procedures related to assigned activities
- School and District rules and regulations concerning campus control, security and appropriate student behavior
- Budget preparation and control
- Oral and written communication skills
- Principles and practices of administration, supervision and training
- Safe campus supervision methods and procedures
- Proper methods, techniques, materials, tools and equipment used in custodial and maintenance work

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Operation of a computer and assigned software

ABILITY TO:

Plan, organize and direct the custodial, security and safety activities, programs and operations of the District

Confer with site administrators and supervisor regarding custodial needs, schedules and concerns

Initiate effective and timely responses to incidents

Enforce campus rules and regulations

Conduct complex investigations

Implement preventive measure to prevent incidents

Train and evaluate the performance of assigned staff

Communicate effectively both orally and in writing

Interpret, apply and explain rules, regulations, policies and procedures

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