

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

06/19	<u>DIRECTOR, CUSTODIAL AND PROPERTY SERVICES</u>	3.7.1
Effective Date	Job Title	Index

1. Primary Function: Provides District and community leadership in ensuring that District facilities and plans meet the needs of staff, students and the expectations of stakeholders. Programs, plans and develops the operational schedule to ensure adequate custodial resourcing for all facilities and events district-wide. Provides oversight for custodial and property services to ensure that all facilities are functioning properly and are properly sanitized. Plans and directs the facilities use program; oversees the enrollment planning and boundary change processes. Ensures that the Business and Support Services customer service model is fully integrated in departmental operations. Works collaboratively with the Director of Maintenance and Construction Services to provide seamless customer service.

2. Responsibilities:
 - 2.01 Works collaboratively with city, county, state, and federal agencies on regional planning issues.
 - 2.02 Works collaboratively within the District and with other local governmental agencies for future District sites and building.
 - 2.03 Coordinates the planning for future District sites and buildings with other local governmental agencies. Assesses the impact of zone changes, street development plans, proximity of existing parks, and recreational facilities on existing and projected physical facilities. Participates in the development and the recommendation of policies for the cooperative use of public buildings and grounds.
 - 2.04 Serves on the Chief Operations Officer's executive leadership team.
 - 2.05 Develops and implements departmental service policies, staffing models, and in-service training.
 - 2.06 Prepares and recommends operating and capital budgets for departments within area of responsibility and controls expenditures within approved budgets.
 - 2.07 Selects, hires, trains, evaluates and terminates personnel and recommends salary increases for supervisory personnel.
 - 2.08 In coordination with the Director of Maintenance and Construction Services, develops both long- and short-range plans to meet the District's requirements for facilities.
 - 2.09 Works collaboratively with the Director of Maintenance and Construction Services to establish a building operator function within custodial services to improve customer service.
 - 2.10 All other duties as assigned.

3. Key Relationships:
 - 3.01 Chief Operations Officer: Direct report to this position. Assists in strategic planning and operational issues. Keeps COO continually informed of departmental activities.
 - 3.02 Facilities Staff: Supervises Manager of Custodial Services, Manager of Planning and Property Services, office staff, and others as assigned. Works collaboratively with the Director of Maintenance and Custodial Services to establish a building operator function within custodial services to improve customer service.
 - 3.03 Safety and Risk Management: Works with Safety and Risk Management to ensure training of employees, building safety, and continuity of operations.
 - 3.04 School and District Administrators and Departmental Supervisors: Confers and advises on all matters relating to the proper functioning of buildings, custodial services, enrollment planning and property services.

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- 3.05 School and District Administrators and Department Supervisors: Works closely in defining specifications for materials, supplies, equipment, and services; clarifies and interprets related District policies.
 - 3.06 Board Members and Public: Informational presentations related to custodial and property services, enrollment planning and property management, operational needs and limitations; interprets policies.
 - 3.07 Local Governmental Agencies: Informational presentations regarding the District's plans for future facilities; confers on the impact of agency actions and proposed actions on District operations and/or proposed agency operations.
 - 3.08 Fiscal Services: Confers and provides financial reports relative to the custodial and property services programs.
 - 3.09 Suppliers and Vendors: Reviews product or services as required
 - 3.10 Purchasing and Contracting: Works collaboratively to secure the necessary products and services.
4. Minimum Qualifications Preferred:
- 4.01 Degree in architecture, engineering, facilities management/operations or other business-related field or experience and equivalent training.
 - 4.02 Five years of executive management experience resulting in acquired skills in planning, organizing and controlling a major area of responsibility.
5. Term of Employment: 12 months.
6. Salary Level: Grade 208A.