

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

BUILDING SERVICE CREW LEADER

POSITION: Building Service Crew Leader

REPORTS TO: Department of Operations

LOCATION: Various Sites

NATURE OF WORK:

The Building Service Crew Leader (generally assigned to a middle school) is primarily responsible for providing a safe, clean, and healthy learning environment for students that meets the standards set forth by the Department of Operations. This position also ensures that consistent, proactive customer service is provided and custodial cleaning is performed safely by all employees. The Building Service Crew Leader provides support and assistance to the Assistant Building Service Manager and the Building Service Manager in the following areas: leadership, training, accountability of crewmembers; management of custodial supplies; planning and supporting school activities; ensuring that the school is secured properly and is ready to receive students and faculty every day. This position is generally scheduled for the evening shift (2:00 PM – 10:30 PM) on days when school is in session, and the day shift (6:00 AM – 2:30 PM) on days when school is not in session. Specific scheduling circumstances exist at some school locations.

ESSENTIAL FUNCTIONS:

- Assists in the direction of building service crewmembers in accordance with the site team cleaning plan and instructions provided by the Building Service Manager;
- Leads the work of a small team of building service crewmembers in accordance with the work plan and instructions provided by the Building Service Manager;
- Communicates with the Building Service Manager on the supply, material, and equipment needs of the operations staff on the evening shift;
- Provides support of after-hour activities by school and community groups;
- Reports maintenance or facility problems to the Building Service Manager;
- Performs a full range of custodial tasks while assisting in the direction of the work of building service crewmembers on the evening shift; and
- Assists in the instruction of building service crewmembers in proper and safe use of custodial supplies and equipment, utilizing personal protective equipment.

DUTIES AND RESPONSIBILITIES:

- Conducts hands-on training with building service crewmembers;
- Assists in securing school facilities and complies with all Safety & Security guidelines;
- Effectively operates building alarm system;
- Is on call to respond to alarms situations after hours at all times;
- Assists in the preparation of work orders, supply inventories, and other tasks as assigned;
- Moves and sets up furniture to support all school functions;
- Possesses and effectively utilizes knowledge of methods, materials, and practices used in operational support of school activities;
- Understands the proper use, care, maintenance, and storage of all custodial and cleaning equipment;
- Is able to follow and provide both written and verbal instructions; and
- Possesses and successfully utilizes good human relations and communications skills with all customers, community members, and school personnel.

QUALIFICATIONS:

- Two years of experience in the care and cleaning of school facilities with increasing levels of responsibility. Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to effectively perform in the position may be considered
- Must have reliable transportation to get to/from work
- Must have flexibility of schedule to respond to building alarm calls at all hours
- Must be able to fulfill the following physical requirements:
 - Lift and carry up to 50 pounds on a frequent and repetitive basis
 - Stand/walk on tile and/or concrete flooring for extended periods
 - Carry & utilize backpack and hip mounted vacuum cleaners, weighing up to 20 pounds for extended periods of time
 - Climb ladders up to 15 feet high
- Ability to communicate both orally and in writing
- Ability to electronically communicate via email

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight hour employees – Range 4.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP