

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

BUILDING SERVICE MANAGER I

POSITION: Building Service Manager I

REPORTS TO: Department of Operations

LOCATION: Various Sites

NATURE OF WORK:

The Building Service Manager I (generally assigned to a small to mid-sized elementary school) is primarily responsible for directing all custodial operations and a staff of Building Service personnel to provide 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 Manager I provides support and assistance in the following areas: leadership, training, record keeping, 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; monitoring of all building plant systems and operations (HVAC, alarm, etc.). This position is generally scheduled for the day shift (6:00 AM – 2:30 PM), however, specific scheduling circumstances exist at some school locations.

ESSENTIAL FUNCTIONS:

- Plans, organizes, assigns, and directs the work of building service crewmembers in accordance with the site team cleaning plan;
- Communicates with the Assistant Building Service Manager I to plan the supply, material, and equipment needs of the operations staff;
- Plans support of after-hour activities by school and community groups;
- Inspects school building to ensure that facility is secure and ready to receive students and faculty each morning;
- Utilizes online work order system to report maintenance or facility problems and/or repairs;
- Responds to needs of students and faculty and performs a full range of custodial tasks in support of school activity each day;
- Instructs building service crewmembers in proper and safe use of custodial supplies and equipment, utilizing personal protective equipment;
- Maintains logs and reports plant systems and operational functions such as fuel usage, waste and recycling collection, pest control, grounds services, alarm systems, building usage, kitchen inspection;
- Coordinates with the building's Food Service Manager to facilitate efficient delivery of food and food related products to the school;
- Communicates with the Department of Operations with regard to staffing, supply inventory, custodial equipment maintenance and repair, and other issues impacting school operational functioning; and
- Meets regularly with school site administrator to effectively plan operational support for all school activities.

DUTIES AND RESPONSIBILITIES:

- Informs Department of Operations of all crewmember absenteeism;
- Supports and adjusts cleaning plan around special events, programs, and absenteeism;
- Coordinates and assigns the daily duties of all evening building service crewmembers;

- Conducts hands-on training with building service crewmembers;
- Secures 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;
- Prepares work orders, supply inventories, and other tasks as assigned;
- Moves and sets up furniture to support all school functions;
- Monitors school building and grounds to ensure facilities are maintained in a safe and secure manner;
- Coordinates with building contractors to facilitate efficient construction, repair, or service in school facilities;
- Possesses and effectively utilizes considerable knowledge of methods, materials, and practices used in operational support of school activities;
- Maintains 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:

- Graduation from a standard high school or possession of a state high school equivalence certificate, combined with five 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 and to open and attach electronic files to messages
- Ability to use basic functionality of Microsoft Word and Excel

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 9.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP