

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

**Job Title: Operation's Foreman-
Custodial, Energy & Recycling**

Department: Operations

**Grade I
H.P.D. 8
D.P.Y. 260**

Job Description

Date Reviewed: April 2011

**Reports To: Chief Operations
Officer**

Purpose of Job

The purpose of this job is to perform supervisory work functions associated with District level custodial, energy, & recycling programs. Ensuring adequate operable equipment and supplies used in custodial operations. This position takes on supervisory responsibility for the District's custodial work force during the summer holiday and on all days when the Principals are not working (snow days etc.). Duties and responsibilities also include, making courtesy checks of facilities and custodial equipment, identifying custodial equipment needs, assisting with initial custodial training for new custodians and with remedial custodial training when requested by lead custodians and school principals, overseeing custodial equipment procurement and repair, communicating with vendors, preparing documentation, and maintaining records. This individual assists with the development and supervision of the District's energy/utility management program including presenting information, conducting energy audits, and monitoring building utilization. Additionally responsible for supervising the District's recycling program which includes facilitating school participation, collecting data, monitoring performance, and reporting on the program. Performs other duties as assigned.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, inspects and evaluates the custodial staff during summer and holiday breaks. Assists in the training of newly hired custodial personnel and also when requested by the lead custodians or school principal.

Makes courtesy visits to school facilities noting problem areas related to building & grounds cleanliness, energy utilization, and recycling programs. Confers with and assists Principals with custodial, energy, and recycling programs.

Primary energy/utility management program supervisor in the District. Assists with program development, reviews utility utilization and billing, and works with lead custodians to enhance participation in the District's energy management program. Assist Lead Custodians and Principals in all energy matters.

Develops and supervises the District's recycling program including paper, newspaper, cardboard, plastic, metal, and cans. Acts as the District's liaison with the County landfill for all recycling matters. Assists Lead Custodians and Principals in all recycling matters.

Reviews and evaluates the supplies, materials and equipment used by the school systems custodial staff. Maintains communications with vendors concerning purchasing matters (e.g., pricing, material availability, placement and follow-up of orders).

Prepares and/or receives various forms, reports and other documentation; processes and forwards to appropriate departments. Responds to request for information or assistance from school system staff and the general public. Reviews and signs custodial time sheets during summer months. Maintains a master key for all school buildings.

Reviews and approves request of overtime for custodial personnel and monitors overtime account and custodial supply accounts to ensure funding is available. Supervises and evaluates the school systems laundry service. Oversees requests for, bidding of and issuing of annual paint requirements for the schools.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Associates or Bachelor's degree in business or general management preferred - high school diploma (or GED) required, with five to seven years of experience involving custodial operations, energy management, or recycling program management, to include one to two years of supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires a valid driver's license.

KNOWLEDGE OF JOB:

Has considerable knowledge of the policies, procedures, and activities of the School System and Maintenance Department practices as they pertain to the performance of duties relating to the job of Operation's Foreman-Custodial, Energy & Recycling. Has considerable knowledge of proper building cleaning techniques, custodial cleaning equipment operation and equipment maintenance and repair practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Is able to develop and implement long-term goals for the department to promote effectiveness and efficiency. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and

documents in a concise, clear and effective manner. Has good organizational, management, human relations, and technical skills. Is able to use independent judgment and discretion in supervising subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Is able to read, understand and interpret financial reports and related materials.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machinery and equipment which includes a motor vehicle, vacuum cleaner, carpet cleaner, various custodial equipment, mechanic tools, hand tools, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to one hundred pounds of force occasionally, and/or up to fifty pounds of force frequently. Physical demand requirements are at levels of those for active work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange financial and administrative information, Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Operation's Foreman-Custodial, Energy & Recycling. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Operations Foreman-Custodial, Energy, & Recycling.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability-to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the job of Operation’s Foreman-Custodial, Energy & Recycling.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the School System may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee Signature

Supervisor Signature

Date

Date