

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Manager, District Operations and Security Services	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Manager II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	1984	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Facilities Support Services	<b>SALARY:</b>	Range 11 Salary Schedule A
<b>REPORTS TO:</b>	Director, Facilities Support Services	<b>CABINET APPROVAL:</b>	02-27-14

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**BASIC FUNCTION:**

Under direction, plan, coordinate and manage a comprehensive custodial care program for the buildings owned or operated by the District; plan and present in-service training programs; evaluate and test custodial products and equipment; train and supervise the performance of assigned staff; and assist and advise site administrators with regard to building care and cleaning of the site and personnel issues. Plan, coordinate, supervise, and assure the safety and security of District personnel, buildings, facilities and equipment; supervise and implement District-wide security activities, programs and operations; and train, supervise and evaluate assigned security staff.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Plan, coordinate, and manage a comprehensive custodial care program for the buildings owned or operated by the District; assure compliance with applicable health and safety standards. **E**

Provide technical supervision and planning to custodial staff assigned to division schools and facilities. **E**

Confer with administrators and supervisors regarding the care, cleaning, and maintenance of facilities; coordinate school inspections, work assignments, and reassignments; and recommend actions for improvement with site administrators and other staff as appropriate. **E**

Communicate with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information. **E**

Develop and conduct a variety of informational and instructional meetings and programs for custodial staff to assure safe and proper work practices, cleanliness and appearance; conduct in-service programs for the proper operation and maintenance of custodial equipment; and develop and conduct staff orientations and trainings for new personnel. **E**

Assist and advise site administrators and other staff members regarding the screening, hiring, and evaluation of custodians and matters requiring corrective personnel action. **E**

Train and supervise the performance of assigned staff; interview and select employees; and recommend transfers, reassignment, termination, and disciplinary actions. **E**

Conduct scheduled site inspections; inspect completed work by custodial staff for accuracy and compliance with instructions and established standards; drive a vehicle to conduct work; and assist administrators in the development of custodial standards. **E**

Coordinate the requisitioning and purchase of custodial supplies and equipment; assist in the preparation and development of the departmental budget; and control and authorize expenditures in accordance with established limitations. **E**

Manage, oversee, and coordinate the Civic Permit process. **E**

Monitor elevator repairs, fire suppression, and extinguisher servicing to ensure compliance with applicable regulations. **E**

Prepare and maintain a variety of records and reports related to assigned activities and personnel. **E**

Research, test, and demonstrate new custodial supplies and equipment; make recommendations regarding the purchase of new supplies and equipment. **E**

Operate and maintain a variety of custodial equipment including a floor stripper, buffer, vacuum cleaner, and small power and hand tools; operate a computer and assigned office equipment. **E**

Provide technical expertise, information, and assistance to the Director regarding assigned functions; participate in the formulation and development of policies, procedures, and programs as requested. **E**

Respond to or coordinate a response to emergency calls after hours. **E**

Train, supervise, and evaluate assigned security staff; prepare work schedules as assigned; and interview and select employees and recommend promotions, reassignment, termination and disciplinary actions. **E**

Plan, coordinate, supervise, and assure the security of District personnel, buildings, facilities and equipment. **E**

Supervise and implement District-wide security activities, programs, and operations. **E**

Develop and implement security methods and procedures as directed; review and evaluate security activities to assure compliance with established policies and procedures; and assess District security needs and provide recommendations as appropriate. **E**

Prepare and maintain a variety of records and reports related to security operations, incidents, personnel, equipment and assigned activities. **E**

Attend and conduct a variety of meetings as assigned. **E**

Assist in the preparation of the annual budget for the planning functions of the district; analyze and review budgetary and financial data; and monitor and authorize expenditures in accordance with established guidelines. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Facilities Support Services. **E**

Perform related duties consistent with the scope and intent of the position.

### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and five years of increasingly responsible experience in custodial work including three years serving in a lead or supervisory capacity.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance. Floor and arm lift 53-pounds.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Proper methods, techniques, materials, tools, and equipment used in modern custodial and maintenance work.  
Modern cleaning methods including methods of cleaning floors, blackboards, carpets, furniture, walls, and fixtures.  
Requirements of maintaining buildings in a safe, clean, and orderly condition.  
Principles and practices of administration, supervision, and training.  
Appropriate safety precautions and procedures.  
Proper lifting techniques.  
Record-keeping and report preparation techniques.  
Inventory methods and practices.  
Basic budgeting practices regarding monitoring and control.  
Oral and written communication skills.  
Interpersonal skills using tact, patience, and courtesy.  
Planning and organization of District safety and security programs.  
Security procedures and equipment.  
Applicable laws, codes, regulations, policies and procedures related to assigned activities.  
District organization, operations, policies and objectives.  
Operation of a computer, assigned software, and variety of office equipment.

#### **ABILITY TO:**

Plan, organize, and manage the operations and activities of the Custodial Services Department.  
Train and supervise the performance of assigned personnel.  
Confer with site administrators and supervisor regarding custodial needs, schedules, and concerns.  
Communicate effectively both orally and in writing.  
Observe and enforce health and safety regulations.  
Research and test new custodial supplies and equipment.  
See to read a variety of materials and inspect custodial activities.  
Demonstrate various cleaning materials and methods.  
Plan, coordinate, supervise and assure the security of District personnel, buildings, facilities and equipment.  
Supervise and implement District-wide security activities, programs, and operations.  
Train, supervise, and evaluate assigned security staff.  
Enforce District rules and regulations.  
Interpret, apply, and explain rules, regulations, policies and procedures.  
Assure compliance with established rules, guidelines, regulations and schedules.  
Initiate effective and timely responses to incidents.

- Maintain confidentiality and demonstrate discretion and diplomacy.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Maintain records and prepare reports.
- Speak, read, and write English at a level required for satisfactory performance.
- Prepare and present oral presentations.
- Maintain consistent, punctual, and regular attendance.
- Move hands and fingers to operate custodial equipment and a computer keyboard.
- Hear and speak to exchange information and make presentations.
- Walk, sit, or stand for extended periods of time.
- Use proper lifting methods.
- Work independently with little direction.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Indoor and outdoor work environment; emergency call-out; and drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; walk to conduct inspections; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; and lift light objects.

**APPROVALS:**

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Ken A. Forrest, Chief Business Officer

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Date

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Sara Noguchi, Ed. D., Interim Superintendent

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Date