

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

**Job Title:** Custodial & Warehousing Manager

**Department:** Operations

**Grade:** 500

**Days Per Year:** 260

**Job Description**

**Date Reviewed:** July 2021

**Reports To:** Chief Operations Officer

**Purpose of Job:**

Responsible for district's custodial operations, all warehousing functions, and the District's recycling program. Also serves as Storm Water Coordinator by developing and overseeing procedures for storm water compliance. This includes training and inspection of all CMCSS facilities to ensure compliance. Provides district level oversight of the School System's custodial operations and warehouse operations including hiring, training, direct and indirect supervision and counseling. The purpose of this job is to make health and cleanliness checks of facilities and custodial equipment; identify custodial equipment needs; conduct initial custodial training for all new custodians as well as supervising remedial custodial training when requested by a Lead Custodian or a school Principal; oversee custodial equipment procurement and repair; communicate with vendors; prepare documentation and maintain records. Additionally, responsible for the supervision of the District's recycling program which includes facilitating school participation, collecting data, monitoring performance, and reporting on the program. This individual supervises work functions associated with District level custodial programs and the warehouse during the school year including developing District standard for uniforms, equipment, and custodial and warehouse supplies. This individual serves as the supervisor for all district custodians on all days that the schools are closed or out of session. Responsible for the direct supervision of the District's 14 employee custodial float team and warehouse responsibilities. 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.**

- Manages the Assistant Custodial Manager and the Assistant Warehouse Manager.
- Oversees warehouse program including eight employees, seven trucks, and approximately 4000 warehouse work orders annually.
- Hire, assign, supervise, evaluate, and schedule the District custodial float team and warehouse employees.
- Handles employee concerns and problems. Offers counseling and recommends disciplinary and other personnel actions.
- Reviews, verifies, and approves time and attendance for custodial float team and warehouse employees. Reviews and authorizes leave requests prior to submitting to the CMCSS Payroll Department. Reviews and approves requests of overtime for custodial and warehouse personnel, monitors overtime.

- Continually monitors both custodial and warehouse supply accounts and expenditures to ensure funding is available.
- Develops yearly budget to ensure adequate funds will be available for warehouse operations and custodial operations accounts. Makes recommendations for new equipment requests and new personnel requests.
- Supervise the District's 200 employee custodial staff during all days when schools are closed as well as before and after the school day.
- Develop and oversee procedures to ensure District compliance of all state and federal environment regulations.
- Manage all warehouse functions and support to school and departments of the District.
- Departmental coordinator with the Special Education Department for all interns assigned to the Operations Department. Responsible for all coordination and staffing of the Project Search Intern Program including coordination with the Chief Operations Officer, the Special Education Director, Project Search Coordinator, School Principals, and all five Operations Department Managers. Responsibilities also include developing assessments, conducting interviews, selecting and making placements, and supervising all the Project Intern Search Interns in the Operations Department or school custodial programs.
- May assist principals with interviewing, assessing and assisting in the hiring of the 200-employee custodial workforce.
- Assists COO in developing and implementing ISO policies and procedures and for District's operations functions, custodial operations, and warehousing operations.
- Develop and implement the custodial and warehouse professional development plan.
- Confer with and assist Principals with custodial and recycling programs. Develop and supervise the District's recycling program including paper, newspaper, cardboard, plastic, metal, and cans.
- Act as the District's liaison with the County landfill for all recycling matters.
- Maintain communications with vendors concerning purchasing matters (e.g., pricing, material availability, placement, and follow-up of orders).
- Prepare and/or receive various forms, reports, and other documentation; process and forward to appropriate departments.
- Respond to requests for information or assistance from school system staff and the general public.
- Oversees requests for bidding of and issuing of annual paint requirements for the schools.
- Oversees the training program for newly hired custodial personnel and also when requested by the Lead Custodians or school Principal. Oversees the training program for newly hired warehouse personnel.
- Assists in development of custodial and warehouse corrective action plans.
- Review, evaluate, and procure uniforms, supplies, materials, and equipment used by the school system's custodial and warehouse staff.
- Review and approve all custodial time sheets during summer months (10 weeks).
- Manage a grand master key for all school buildings.
- Prepare all Building Assessments for custodial, operations, cleanliness, and upkeep.
- Assists the Special Project Manager with the District's Energy/Utility Energy Management Program which is a three-pronged program that is managed by the Special Projects Manager who is assisted by both the Food Service Manager and the Custodial & Warehousing Manager. The Custodial & Warehousing Manager is responsible for developing and assessing policy for opening and closing our buildings, lighting management, maintaining a conditioned environment, extended shutdown periods, team cleaning, etc. The Custodial & Warehousing Manager develops communications to all Lead Custodians to ensure we are as efficient with our energy as possible.

- Assist Principals with custodial relations.
- Assist with grant opportunities relevant to the operational services of the district.
- Conduct annual HAZCOM Training for Operations Personnel.

**Additional Job Functions**

Perform other duties as required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's Degree in General Business, Management, or a comparable field of study, 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 Operations Department practices as they pertain to the performance of duties relating to the job of Custodial & Warehousing Manager. 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.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS****REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications

- in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

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

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

**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).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

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.

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**Employee's Signature**

**Employee's Munis Number**

**Date**