

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

**Job Title:** Assistant Manager Building  
Services /Operations

**Department:** Building Services/  
Operations

**Grade: K  
H.P.D. 8  
D.P.Y. 260**

**Job Description**

**Date Reviewed:** July 2022

**Reports To:** Building Services Manager

**Purpose of Job:**

Responsible for district's custodial program and district's recycle program. Also serves as Stormwater Coordinator by developing and overseeing procedures for stormwater compliance. This includes training and inspection of all CMCSS facilities to ensure compliance. Provides district level oversight of the school system's custodial 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 Supervisory Facility Technician 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 during the school year including developing district standard for uniforms, equipment, and custodial 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 employee Float Facility Technician Team. 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.**

Hires, assign, supervise, and schedule the district Float Facility Technician Team.

Supervise the smooth, efficient, timely, and effective coordination of appropriate documentation from the operation side of the Custodial Department with the Human Resources Department.

Required to possess extensive knowledge of all Custodial Department guidelines/regulations, policies, and procedures.

Responsible for evaluating programs, facilities, and employees and giving tactful, constructive criticism for the purpose of improvement.

Supervise Supervisory Facility Technicians in setting goals and action plans to keep the schools operating efficiently and financially sound.

Liaison between the school custodial staff and the school administrative staff.

Supervises the district custodial staff during all days when schools are closed and evening shifts.

May assist principals with interviewing, assessing and assisting in the hiring of the 211 employee custodial workforce.

Develops and implement the custodial professional development plan.

Develops and supervise the district's recycling program including paper, newspaper, cardboard, plastic, metal, and cans. Confer with and assist Principals with custodial and recycling programs.

Acts as the district's liaison with the County landfill for all recycling matters.

Maintains communications with vendors concerning purchasing matters (e.g., pricing, material availability, placement, and follow-up of orders).

Researches, prepares and/or receive various information, forms, reports, and other documentation; process and forward to appropriate departments.

Responds 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.

Assists in the training of newly hired custodial personnel and also when requested by the Supervisory Facility Technician or the school Principal. Assists in development of custodial corrective action plans.

Reviews, evaluates, and procures uniforms, supplies, materials, and equipment used by the school system's custodial staff.

Reviews and approves all custodial time sheets during summer months.

Manages a grand master key for all school buildings.

When acting as Supervisor, reviews and approves requests of overtime for custodial personnel, monitors overtime and custodial supply accounts to ensure funding is available. Develops budget for the custodial operations district-wide.

Prepares 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 Assistant Manager Building Services/Operations. The Assistant Manager Building Services/Operations 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 Assistant Manager Building Services/Operations develops communications to all Supervisory Facility Technicians to ensure we are as efficient with our energy as possible.

Assists Principals with custodial relations.

Assists with grant opportunities relevant to the operational services of the district.

Conducts annual HAZCOM Training for Operations personnel.

Ensures district compliance with state stormwater certification.

Provides supervision of district recycle program.

Hires and supervise bus driver custodians.

Manages Operations Department employees' time in Kronos system.

Prepares and recommends custodial uniform purchases. Ensures uniform invoices are paid.

Manages purchases for Oak Street facility location.

Collaborates with department heads on strategic work of the district.

Collaborate with City and County agencies (Parks & Recreation) for use of buildings.

Collaborates with Administration to develop policies and procedures related to operational functions.

Recommends and provides analysis of new guidelines and best practices.

Ensures equity of equipment between locations.

Oversees and supports key leadership positions in buildings.

Assists in design of standardization practices and work instructions.

Supervises and conducts conferencing onsite reviews as per established standards and procedures.

Assists with investigations, makes recommendation for employee disciplinary action, and staff evaluations.

Liaison with Building Maintenance Manager for assignment of security codes and building keys.

Coordinates and recommends ongoing professional development training of all employees to further enhance knowledge and leadership skills and stay abreast of changes in culture guidelines/regulations.

Plans, disseminates duties, and conducts employee training for the purpose of providing information relative to employment benefits, hours of work, schedules, time off, general work expectations, and ensuring completion of forms.

Executes high-level responsibilities for district-wide locations with the ability to maintain excellent time-management and organizational skills.

Identifies needs and barriers to operational efficiency of department.

Coordinates and conducts in-service training and presentations to large and small groups.

Seeks out and coordinates appropriate guest speakers and activities to maximize training and engagement.

Prepares and delivery oral and written communication.

Identifies support options needed for helping employees succeed through coaching.

**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.

**(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 Assistant Manager Building Services/Operations. 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 Assistant Manager Building Services/Operations.

**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 Assistant Manager Building Services/Operations.

**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.

**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 Assistant Manager Building Services/Operations. 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.

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**

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**Supervisor's Signature**

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**Employee's Munis Number**

\_\_\_\_\_  
**Date**

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**Date**