

ASSISTANT FACILITIES MANAGER (Custodial)

DEFINITION

Under general supervision, to assist in the planning, scheduling and direction of custodial maintenance of buildings, equipment and grounds including building security activities. Is responsible for the custodial programs in several major sized buildings including the supervision of a variety of staff involved in such programs. Assume the responsibility of Department Manager whenever necessary. Perform other related duties as required.

EXAMPLES OF DUTIES

Supervises custodial staff in the implementation of a high quality custodial program; effectively recommends personnel actions including hiring, transfer, promotion, discipline and adjustment of grievances; assists in preparation of budget requests; assists in maintaining cost controls on custodial work and equipment; acts as the department hazardous materials and accident investigation manager; assists in determining need for outside contractors as well as coordinating and inspecting such work; requisitions custodial supplies and equipment; makes regular inspections of buildings and grounds; prepares required reports.

EMPLOYMENT STANDARDS

Experience: Three years experience in major facility maintenance management including having direct line supervision (major facility is meant to mean one or more facilities comparable to or larger than 250,000 square feet in total size).

Knowledges and Abilities: Thorough knowledge of professional personnel management and supervisory practices; working knowledge of commercial custodial programs, materials and equipment; general knowledge of commercial cleaning including floor care, infectious controls and equipment evaluation; ability to train and supervise staff in all phases of custodial maintenance; knowledge of budget preparation, purchasing procedures; ability to develop written policies and procedures, to inspect and diagnose problem areas, to keep accurate and complete records; knowledge of pertinent building, health and safety codes.

Special Requirement: Possession of or eligibility for a valid Wisconsin drivers license and access to reliable personal motor vehicle transportation.