Job Description

Job Title: Custodial Training Specialist
Position Code: 1N36, AN36
Job Classification: Non-Exempt

Supervisor: Custodial Supervisor II
Pay Grade: 27SR
Contract Length: 245 Days

Job Summary
Position is responsible for developing, executing and following up on a standardized training program that will address all aspects of cleanliness, scheduling and equipment usage for all school division custodial workers. Acts as Area Custodial Supervisor as assigned during leave periods for that position.

Essential Duties
1. Performs building inspections to establish a baseline. In coordination with the Custodial Supervisor II and Executive Director of Plant Services, devise a program that will enable raising the cleanliness baseline through consistent, effective and efficient labor practices and equipment usage, as measured by industry accepted standards.
2. Reviews, recommends, and oversees training programs offered by third parties or developed in-house.
3. Acts as mentor/coach for new employees ensuring consistent, effective, and efficient execution of their assigned duties.
4. Reviews all buildings on an on-going basis to ensure the objectives of the standardized plan are being met. Works with Area Custodial Supervisor to overcome identified problems.
5. Through research and training, recommends Best Practices to management for the execution of custodial services.
6. Consults with the building administrators on a regular basis to ascertain satisfaction with services provided or to address problems with the building-based custodial staff.
7. Acts in place of an Area Custodial Supervisor when he/she takes leave.
8. Models nondiscriminatory practices in all activities.

Other Duties
1. Performs any other related duties as assigned by the Custodial Supervisor II, Plant Services or other appropriate administrator.

Job Specifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications
Must possess a high school diploma or GED. The successful applicant will also have a minimum of 10 years experience in all aspects of custodial services including 5 years supervision of subordinate staff a requirement. Industry certifications by CMI or ISSA are desirable. Must possess a valid Virginia Driver’s License with a good driving record.

Working Conditions & Physical Requirements
Must have the ability to stand for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 75 pounds; to bend, to stoop, to walk and to reach overhead. Must possess the ability to establish and maintain effective working relationships with coworkers.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals...
with disabilities to perform the essential functions. Duties are normally performed in inside and outside. The noise level in the work environment is usually mild to moderate.

**Supervision Exercised:** School-based Custodians as assigned  
**Supervision Received:** Custodial Supervisor II

This job description in no way states or implies that these are the only duties to be performed by this employee. The Facilities Project Manager will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director, Plant Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

**Approvals:**

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I acknowledge that I have received a copy of this job description and understand the contents.

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