

**JOB DESCRIPTION**  
**Puyallup School District**  
**Custodial Salary Schedule**

**Facilities Operations Manager**

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**Purpose Statement**

The position of the "Facilities Operations Manager " is done for the purpose/s of maintaining an attractive, sanitary and safe facility; providing satisfactory arrangements for meetings, classroom activities and events; and minimizing property damage, loss and liability exposure; ensuring that assignments are completed in a safe, proper and timely manner and directing assigned custodians as necessary.

**Essential Functions:**

- **Arranges** facilities and furnishings for the purpose of providing satisfactory preparations for meetings, classroom activities and events.
- **Cleans** facilities (i.e. buildings, equipment, furnishings, etc.) for the purpose of maintaining a sanitary, safe and attractive environment and prolonging the life of equipment and buildings.
- **Coordinates** maintenance and work schedules for the purpose of meeting deadlines and ensuring efficiency.
- **Maintains** facilities and grounds, equipment and furnishings for the purpose of ensuring safe operating conditions within established budget and according to scheduled site maintenance requirements.
- **Operates** machinery (e.g. mechanical, electrical, gas, etc.) for the purpose of supporting building activities and efficiently maintaining a sanitary, safe and attractive environment.
- **Performs** personnel functions (evaluations, calendars, work schedules, etc.) for the purpose of maintaining staffing requirements and meeting district personnel guidelines.
- **Prepares** documents for the purpose of providing written support and/or conveying information.
- **Procures** equipment supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- **Secures** facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work sites.
- **Communicates** district policies and procedures to building staff, students, parents and public for the purpose of ensuring safe and proper use of buildings, grounds and equipment.
- **Supervises** custodial staff for the purpose of carrying out objectives within area of responsibility.

**Other Job Functions:**

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Assists** building principals with building evacuation or response action, as directed, for the purpose of ensuring safety of occupants during and after response action (e.g. fire alarm, hazardous spills, other emergencies).
- **Attends** meetings (e.g. FOM meeting, staff, etc.) for the purpose of gathering and/or conveying information.

**Essential Job Requirements – Qualifications:**

**Education Required:** High School diploma or equivalent desirable

**Experience Required:** Prior job-related experience with increasing levels of responsibility and demonstrated leadership, preferably in a school and/or institutional setting. Minimum of 30 days as substitute FOM in the district.

**Skills, Knowledge and/or Abilities Required:**

*Skills* to use cleaning agents, supplies and equipment; perform basic math to calculate accurate dilution of cleaning agents; use English in verbal and written form.

*Knowledge* of methods and use of cleaning materials, equipment, and supplies; ordering supplies; District and departmental policies and procedures; safe work practices; HVAC; fire alarms and building security systems and procedures.

*Abilities* to stand for prolonged periods; follow oral and written instructions; adhere to safe work practices; work independently with minimal supervision; supervise others; perform a variety of tasks; maintain attention to detail; maintain confidentiality; read and understand equipment manuals; adjust to flexible assignments often with short notice; communicate, establish and maintain cooperative working relationships with students, staff and public. Significant physical abilities include lifting/carrying/pushing/pulling, stooping/kneeling/crouching/crawling, reaching/fingering/handling/grasping, ordinary hearing, near/far visual acuity/depth perception/visual accommodation.

**Licenses, Certifications, Bonding, and/or Testing Required:**

Valid Driver's License and evidence of insurability; Housekeeping I and II Certification, Maintenance and Leadership Approved Classes; Criminal Justice Fingerprint Clearance. Pre-employment physical required upon consideration for the position (no cost to applicant).

## SUMMARY OF PHYSICAL DEMANDS RATINGS

### JOB TITLE: Custodian

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

#### Rating Symbol Key:

NP = Not Present - Does not exist

O = Occasionally - Up to 1/3 of the time

F = Frequently - From 1/3 to 2/3 of the time

C = Constantly - 2/3 or more of the time

#### 1. STRENGTH:

A. Standing				65%	
Walking				30%	
Sitting				5%	
B. Lifting				C	50 lbs.
Carrying				C	50 lbs.
Pushing				F	50 lbs.
Pulling				F	50 lbs.

2. CLIMBING	O
BALANCING	O

3. STOOPING	F
KNEELING	F
CROUCHING	F
CRAWLING	NP

4. REACHING	C
HANDLING	C
FINGERING	O
FEELING	O

5. TALKING:	
Ordinary	F
Other	O
HEARING:	
Conversations	O
Other Sounds	O

6. SEEING	
Acuity, Near	F
Acuity, Far	F
Depth Perception	F
Accommodation	O
Color Vision	NP
Field of Vision	O

7. PHYSICAL DEMANDS RATING SUMMARY: Heavy Work: (1) 2 (3) (4) 5 (6)  
(DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)
8. PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying/pushing/pulling are furniture, waste baskets, dumpsters, ladders, floor polishers, vacuums; stooping is trash, sweeping, vacuuming; reaching/handling are vacuum, supplies, broom; visual acuity/depth perception is seeing where to clean, vandalism.

## SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

### JOB TITLE: Custodian

The following analysis represents evaluation of the surroundings in which the job is performed.

Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:

NP = Not Present in the Job Environment

S = Seldom - Under 5% of Work Day

O = Occasionally - Up to 1/3 Time

F = Frequently - From 1/3 to 2/3 Time

C = Constantly - 2/3 or More Time.

#### 1. ENVIRONMENT:

Inside 50% Outside 50%

#### 2. EXTREME COLD NP

Comments Regarding "Extreme Cold" = Walk-in coolers, freezers

EXTREME HEAT NP

#### 4. WET/HUMID O

Comments Regarding "Wet/Humid" = Cleaning floors, sinks, windows, dish machines

#### 5. NOISE (IN DECIBELS) 120 decibels

VIBRATION O

Comments Regarding "Noise" = Electric cleaning equipment, Kitchen equipment, Pressure washer, Fork lift

Comments Regarding "Vibrations" = Electric cleaning equipment, Pressure Washer, Fork Lift

#### 6. HAZARDS:

Mechanical S

Explosives NP

Electrical S

Radiant Energy NP

Burns S

Other Hazard/s S

Comments Regarding "Mechanical" = Cleaning equipment, ladders

Comments Regarding "Electrical" = Electric cleaning equipment around water

Comments Regarding "Burns" = Chemicals

Comments Regarding "Other Hazards" = Slips, trips, falls

#### 7. ATMOSPHERIC CONDITIONS:

Fumes F

Mists NP

Odors F

Gases NP

Dusts F

Poor Ventilation S

Other Atmospheric Hazards NP

Comments Regarding "Fumes" = Cleaning solvents, wax strippers, Vehicles Exhaust

Comments Regarding "Odors" = Spray cleaners, Vehicle Exhaust

Comments Regarding “Dust” = Dust

8. PROTECTIVE CLOTHING - DEVICES: Rubber gloves, safety glasses, dust mask
9. E. C.SUMMARY: Inside/Outside Work 1 2 3 4 (5) 6 (7) Numbers encircled by () indicate significant involvement of factors enumerated and rated above.