



Janitorial Contract Coordinator

Job Overview

The role of Janitorial Contract Coordinator is to provide oversight for contracted custodial, grounds, maintenance and other related services including inspection activities: providing information to others, and scheduling work assignments within established timeframes and standards.

This job reports to the Assistant Director of Maintenance.

Essential Functions

- Coordinates with district personnel and contracted service representatives for the purpose of implementing and maintaining services and/or programs.
- Facilitates meetings for the purpose of identifying appropriate actions, developing recommendations, supporting other staff, and serving as a District representative.
- Inspects custodial work and other related contracted work for the purpose of ensuring site performance to contractual terms. This includes site safety, maintaining cleaning standards, organizing and scheduling needed maintenance.
- Manages assigned custodial/operations activities as needed and/or assigned (e.g., light bulb recycling, fire extinguisher inspections, etc.) for the purpose of ensuring organizational objectives are achieved in the most efficient and timely manner.
- Monitors fund balances related to assigned contracted services and related financial activity for the purpose of ensuring that allocations are accurate, expenses are within budget limits, and/or fiscal practices are followed.
- Oversees contracted service representatives performing duties for District custodial and other related activities (e.g., cleaning, lawn care, pest control, etc.) for the purpose of ensuring that contractors meet district needs and comply with district contracts and standards in a safe, effective, and timely manner.
- Participates in meetings, workshops and seminars for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Prepares a variety of materials (e.g., reports, memos, letters, procedures, manuals, bid specifications, vendor contract specifications, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Recommends plans, specifications and cost estimates for the purpose of ensuring that District objectives are met within budgetary constraints.
- Researches a variety of topics for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Responds to a variety of inquiries for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue including emergency repairs.
- Responds to emergencies for the purpose of determining and implementing appropriate actions required to resolve situations.
- Trains contracted service representatives for the purpose of ensuring proper cleaning and building maintenance techniques, injury prevention and WCS Safety and Security Compliance.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Environment

The job is performed under minimal temperature variations and in a generally hazard free environment. Generally, the job requires 45% sitting, 35% walking, and 20% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Qualifications

Minimum experience: Job related experience with increasing levels of responsibility required.



Minimum education: Targeted job-related education that meets organization’s prerequisite requirements.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Knowledge of personnel processes, pertinent policies, and regulations and/or laws.
- Knowledge of education code and budget management and accounting.
- Knowledge to perform algebra and/or geometry, read technical information, compose a variety of documents, and/or facilitate group discussions, and solve practical problems.
- Skill in operating standard office equipment including utilizing pertinent software applications.
- Skills in planning and managing projects, budgeting and financial management, and developing effective working relationships.
- Ability to schedule a number of activities, meetings, and/or events, often gather, collate, and/or classify data, and consider a number of factors when using equipment.
- Ability to work with others in a wide variety of circumstances, analyze data utilizing defined but different processes, and operate equipment using a variety of standardized methods.
- Ability to analyze issues and create action plans.
- Ability to communicate with diverse groups, meet deadlines and schedules.
- Ability to set priorities and work as part of a team.
- Ability to deal with frequent interruptions, changing priorities, and maintaining confidentiality.

Responsibilities Include:

- Working under limited supervision using standardized practices and/or methods.
- Leading, guiding, and/or coordinating with others.
- Directing the use of budgeted funds within a work unit.

Required Testing:

None Specified

Required Certificates and/or Licenses:

Valid Driver’s License & Evidence of Insurability

FLSA Status:

Non-Exempt

Continuing Education/Training:

None Specified

Clearances:

Criminal Justice Fingerprint/Background Clearance

Employee Type:

Classified

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