Hernando County School Board
Florida

FLSA: Exempt, Non-Union

MANAGER OF ENVIRONMENTAL SERVICES

Required Qualifications:

- High school diploma or equivalent
- Associates Degree or three (3) years of successful experience in related field
- At least five (5) years of experience in an managerial/or supervisory capacity over twenty-five (10) or more personnel
- Knowledge of materials, methods and practices associated with electrical, mechanical, custodial and structural aspects of building maintenance
- Florida driver's license

Desired Qualifications:

- Bachelor Degree
- Five years of experience in an managerial/or supervisory capacity over twenty-five (25) or more personnel
- Project management experience
- Possess extremely good verbal and written communication skills
- Be able to speak clearly and concisely in two-way radio and phone conversations
- Be able to supervise other employees and be able to work with minimum direct supervision
- Knowledge of FISH

Performance Responsibilities:

- Maximize customer services
- Plan and schedule work for the custodial staff to ensure proper distribution of assignments and adequate personnel, space and equipment for performance of routine duties and special projects
- Monitor custodial staff throughout the district
- Review findings with the Director of Maintenance on a regular basis
- Implement procedures and train employees in regards to custodial routines and work order flow as outlined by the Director of Maintenance
- Inspect the flow and completion of all assigned work orders to ensure consistent quality, completeness of work and completeness of information on the work order forms
- Maintain communication with each person or crew as appropriate to ensure correct and timely dispatch from one work location to another
- Prepare and submit all required reports in a timely and complete manner, with a high degree of clarity to the Director of Maintenance
- Ensure appropriate levels of materials, supplies and tools are maintained to assure the work be completed as scheduled

- Conduct Inspections regarding sanitation, environmental, and work tasks on a routine basis to ensure consistent quality and completeness of work
- Maintain a district wide recycling program
- Assist with district environmental efforts
- Act as liaison with site based custodial personnel for assignment and completion maintenance requiring the skills or manpower of the central maintenance crew
- Act as liaison with the safety officer to ensure expedient and proper assignment and completion of work tasks related to safety issues
- Manage minor construction and maintenance projects primarily related to, but not limited to flooring
- Work with FISH data gathering and verification
- Oversee product selection of supplies and equipment
- Maintain equipment inventory for each site and recommend maintenance and replacement program
- Maintain files as outlined by the Director of Maintenance and maintain supplies and assigned spaces in a neat and orderly fashion at all times
- Continually monitor work orders and/or assignments for a timely dispatch and completion and report progress to the Director of Maintenance
- Assist in coordinating custodial duties and assignments with all site administrators and the Director of Maintenance
- Coordinate meetings with vendors and suppliers to review new and existing custodial products
- Coordinate stocking of custodial supplies with the Purchasing Department
- Submit an annual capital equipment request list
- Set up and manage quarterly custodial meetings and distribute minutes
- Assist in hiring of staff
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Maintenance and/or designee

Reports to:

Reports directly to the Director of Maintenance and/or designee

Evaluation:

Annual evaluation done by the Director of Maintenance and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category E

Job Code:

81013

Board Approved: 12/02/03
Revised: 01/20/09, 03/03/09, 10/18/16, 06/25/19