Director, Custodial Operations

Job Code 00001061

**General Description**
Responsible for managing the operations, budgets, and staff of custodial operations in order to provide a clean, safe, and sanitary environment for the University, students, staff, faculty and visitors.

**Examples of Duties**
Manage the administrative functions of Custodial Operations.
Create, develop, and review policies and procedures.
Counsel, motivate, train, and provide leadership.
Establish and maintain customer communication and relationships.
Maintain a quality training program.
Create, maintain, and administer department budgets.
Establish/maintain strategic initiatives.
Supervise and evaluate custodial staff.
Hire, promote, and discharge staff.
Liaison with other entities involved in the custodial profession.
Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** laws, guidelines, and policies related to OSHA, TDH, APPA and other standard safety practices and procedures; finance and budget accounting; Texas State’s procedures and standards for hiring and discharging; finance and budget accounting; management and leadership philosophies.

**Skill in:** interacting professionally with members of the public and employees; establishing rapport with a variety of clients; motivating others; problem solving and decision making; prioritizing workload.

**Ability to:** interpret and apply complex legal documents, policy and procedure manuals, technical manuals, contracts, blueprints, computer manuals, and correspondence; prepare complex professional materials, correspondence, and budgets; perform advanced math; create, administer, and monitor department budgets and time sheets; develop and maintain a safety program; negotiate with persons of opposing views.

**Educational Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**