

JOB DESCRIPTION

Position Title: Custodial Coordinator

Written By: Paula J. Cornwell

Position Reports to (Title): Manager Property & Facilities **Date:** April 2021

Department: Property & Facilities

Exempt/Non-Exempt: Non-Exempt

1. Position Summary

Reporting to the Manager, Property & Facilities, responsible for oversight of all custodial needs of Powell Gardens. Supervise custodial staff, manage custodial vendors, source and orders supplies to provide for visitors and staff. The position will be collaborate with teams across the Gardens including Horticulture, Visitor Services, Rentals, Maintenance, and Security teams contributing to an excellent visitor experience.

The Coordinator will support the execution of the Facility Management Plan including oversight of small property improvement projects including painting, etc. Identifies and executes cost effective solutions to property and facilities needs. The Coordinator brings 3-5 years of applicable work and supervisory experience.

2. Essential Functions

Leadership

- Works with Manager to assess and address all custodial matters related to the Gardens..
- Supports the execution and management of Facility Management Plan.
- Supports coordination with any federal, state and local agencies governing the facilities operations.
- Comply with organizational policies and procedures.
- Hire, train and supervise custodial team.

Budget/Resources

- Oversee custodial budget.
- Monitors monthly expenses.
- Insures periodic competitive bidding for supplies and outside services.

Facilities Care & Set Up

- Participates in ongoing assessment of the needs of Powell Garden buildings, structures, grounds and infrastructure.
- Provide assistance with light maintenance of the Gardens various buildings, structures, grounds and infrastructure.
- Support minor repairs as required.
- Oversee set up and take down for programs and events.

Project Management & Execution

- Manages work order system requests and staff assignments to meet demands.
- Support special events, festivals, rentals and exhibitions by ensuring adequate facility conditions.

Supervision, Documentation and Training

- Hire and supervise custodial staff.
- Responsible for custodial staff scheduling to cover all events and rental activities.
- Develop and oversee daily, weekly and monthly checklists.
- Develop custodial standards for day to day operations, special events and rental events.
- Support implementation of necessary protocols, training and follow up related to all Garden custodial equipment and supplies.
- Insure processes in place to inventory, track and maintain all supplies for the Gardens
- Support overall documentation efforts related to architecture, infrastructure, mechanical and garden design in one system for easy access

3. Internal and External

Internal:

All levels of staff and volunteers

External:

Contractors, Vendors, Visitors

5. Consequence of Error

Preventive maintenance of facilities, structure and equipment are required to ensure optimal performance and efficiency. Failure to do so may result in a poor aesthetic environment, loss of visitor engagement, trust from the community and money and resources.

6. Experience/Education

Education	Associate degree or combination of education and experience in custodial and/or maintenance.
Experience	3-5 years' experience in related field with specific focus on facility and property management; 2-3 years in supervisory role with the ability to motivate, retain and recruit staff.
Knowledge	<ul style="list-style-type: none">• Proficient in the use of technology to achieve goals; MicroSoft Office/Excel, communication tools such as email,etc...• Capacity to work in a multitasking environment and the ability to be receptive to changing priorities, well under pressure, excellent time management, problem solving and analytical skills• Organizational ability• Ability to work with close attention to detail.• Ability to understand and follow directions; notice small details• Operate necessary equipment and vehicle.• Valid driver's license.
Communications	Basic written and oral communication skills. Responsive to team & visitor needs.

Core Competencies	<p>Customer Focused Attentive to the needs of team members and visitors. Contributes to improvement of visitor experience.</p> <p>Action- Oriented and Nimble Learning Readily takes action on challenges, without unnecessary planning; identifies and seizes new opportunities; displays a can-do attitude in good and bad times; steps up to handle tough issues; learns quickly when facing new situations; experiments to find new solutions; takes on the challenge of unfamiliar tasks.</p> <p>Drives Results Persists in accomplishing objectives despite obstacles and setbacks; has a track record of exceeding goals successfully; pushes self and helps others achieve results; pursues everything with energy, drive, and the need to finish.</p> <p>Manages Conflict Step up to conflicts, seeing them as opportunities; asks questions and listens closely to all issues presented; finds common ground.</p> <p>Optimizes Work Processes Seeks ways to improve processes.</p> <p>Situational Adaptability and Decision Quality Picks up on situational cues and adjusts in the moment; understands that different situations may call for different approaches. Makes sound decisions, even in the absence of complete information; relies on a mixture of analysis, wisdom, experience, and judgment when making decisions.</p>
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9. Physical Requirements/Work Environment

Must be able to lift 80 lbs; accomplish strenuous work on an ongoing basis in various weather conditions, including extreme heat and cold. Work may require occasional long periods of sustained standing. Some evening and weekend work required.

Disclaimer Statement:

Every effort has been made to make your job description as complete as possible. However, this position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other duties requested by their department supervisor.

Accepted By: _____

Date: _____

