



Leadership • Collaboration • Support

JOB TITLE: Duplicating Services and Custodial Manager

Classified Managers Salary Schedule, Range 10

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the direction of the Deputy Superintendent, Administrative Services and Operations, plans, organizes, directs, coordinates, schedules, facilitates, and monitors custodial, printing, copying and courier services, including off-site locations for the Solano County Office of Education (SCOE) and other agencies contracting with SCOE for such services. This job classification exercises responsibility for coordinating, supervising, and managing the day-to-day activities of the Custodial and Printing Services departments within the County Office of Education. This job classification functions at a department management level and requires general administrative knowledge associated with custodial and printing services.

JOB REQUIREMENTS AND QUALIFICATIONS

- Possession of a valid and appropriate California driver's license.
- Ability to establish and maintain effective work relationships with district personnel, fellow employees, customers, and vendors.
- Knowledge of budget preparation, monitoring and administration of departmental budget.
- Knowledge of general purchasing procedures, including preparing and obtaining bids and quotes.
- Knowledge of custodial tools and techniques, including the application and use of cleaning agents.
- Ability to interpret and apply rules, regulations, laws, and policies concerning copyrights, printing procedures, equipment maintenance and proper handling and disposal of hazardous materials.
- Ability to supervise, coordinate, and evaluate the work of others.
- Ability to prepare and maintain comprehensive records and reports.
- Ability to supervise, coordinate, and evaluate the work of others.

- Ability to effectively communicate in both oral and written forms.
- Ability to interpret and carry out County Office of Education policies and procedures.
- High school diploma and 4 years of increasingly responsible journey person level of experience in a graphics arts/print shop.

ESSENTIAL DUTIES

- Prepares and implements departmental policies and procedures to meet operational goals and objectives.
- Evaluates existing procedures and work methods for efficiency and modifies or revises procedures to increase department effectiveness.
- Evaluates supplies, equipment, and operational logistics to determine existing and future needs and requirements of personnel and equipment.
- Directs, supervises, and evaluates the work of assigned staff.
- Plan, organize, and coordinate day-to-day graphics and duplicating activities to assure that departments and off-site locations for SCOE and other agencies under contract are provided with quality materials in a timely manner.
- Review incoming work requests and courier needs and assign to personnel as appropriate; establish schedules, priorities, and timelines; revise schedules to accommodate rush projects, equipment malfunctions and unexpected absences of personnel.
- Responsible for developing proposals and bids on printing jobs for outside agencies.
- Responsible for preventive maintenance on department equipment; troubleshoot, adjust, and make minor repairs as needed; research, assess and recommend the purchase or replacement of equipment, supplies, or services as appropriate.
- Provides training and technical assistance on department equipment and machines.
- Provide oversight used in operating all equipment, Occupational Safety and Health Administration (OSHA) rules, and Material Safety Data Sheet (MSDS) reports.

MARGINAL DUTIES

- Serve as a member of Management Advisory Council (MAC).
- Assists in the development and administration of departmental budget; authorizes expenditures and monitors budget accounts on an ongoing basis.
- Prepares cost estimates and allocates resources to departmental projects.

- Inspects facilities to determine cleanliness and custodial needs.
- Prepares requisitions for departmental supplies, materials, and equipment.
- Inspects work completed by departmental employees for compliance with established standards and requirements.
- Maintains a variety of budgetary and departmental records and files.
- Performs other duties similar to the above in scope and function as required.

SUPERVISION RECEIVED

Employees in this classification receive minimal supervision within a broad framework of general guidelines.

SUPERVISION EXERCISED

Employees in this classification direct, coordinate, supervise and formally evaluate the work of SCOE personnel. This position directs and coordinates the workflow for other agencies contracting with SCOE but does not supervise or evaluate non-SCOE personnel.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (60%)	Walking (20%)	Sitting (20%)
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Body Movement (Frequency):

Lifting – lbs. (0-40)	Occasional (2)	Frequent (3)	Very Frequent (4)
Pushing and/or pulling loads (2)	Reaching overhead (2)	Kneeling or squatting (3)	
Climbing stairs (1)	Climbing ladders (1)		