

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

MANAGER OF ENVIRONMENTAL SERVICES
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Required Qualifications:

- Associate degree and five (5) years of successful experience in related field or high school diploma or equivalent and seven (7) years of experience
- Minimum five (5) years of experience in a managerial or supervisory role over ten (10) or more personnel
- Knowledge of materials, methods and practices associated with custodial and other aspects of building maintenance
- Florida driver's license

Desired Qualifications:

- Bachelor's degree
- Five (5) years of experience in a managerial or supervisory capacity over twenty-five (25) or more personnel
- Project management experience
- Possess extremely good verbal and written communication skills
- Ability to speak clearly and concisely in phone conversations and video conferences
- Ability to supervise other employees
- Ability to work with minimal direct supervision on a flexible schedule, which may include days and/or nights
- Knowledge of Florida Inventory of School Houses (FISH)

Performance Responsibilities:

- Maximize customer services to assist schools
- Ensure there is adequate personnel, space and equipment for performance of routine duties and special projects
- Monitor environmental services staff throughout the district to ensure a high quality of standards is maintained and complies with expectations
- Evaluate custodial operations through site reviews to determine efficiency of operation, cleanliness of facilities and appearance of grounds and building. Identify and inform administrators of underperforming sites and develop a corrective action, as needed
- Review findings with the school administrators on a regular basis
- Implement procedures and train employees in regard to custodial routines and work flow
- Implement, update and administer environmental services technician (EST) training courses
- Prepare and submit all required reports in a timely and complete manner, with a high degree of clarity to the Executive Director of Support Operations
- Ensure appropriate levels of materials, supplies and tools are maintained to assure the work can be completed 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 as part of a team or committee
- Act as liaison, when needed, with site based environmental services personnel for assignment and completion of maintenance
- Act as liaison with the safety officer and environmental services staff 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
- Assist 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 and supplies in assigned spaces in a neat and orderly fashion at all times
- Assist, when needed, in coordinating custodial duties and assignments with all site administrators and the Executive Director of Support Operations
- 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 bi-annual custodial meetings and distribute minutes
- Assist in hiring of staff, when required
- Perform other duties as assigned by the Executive Director of Support Operations and/or designee

Reports to:

Reports directly to the Executive Director of Support Operations and/or designee

Evaluation:

Annual evaluation done by the Executive Director of Support Operations 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, 10/25/22