



Revised: May 20, 1998

**Reorganization
of
Custodial/Operational
Services**

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WEST CHESTER AREA SCHOOL DISTRICT

Introduction

The Custodial and Maintenance Department Reorganization Proposal is being presented to address many of the concerns that have been expressed by members of the school district community. Input was gathered from the Central Office administrators, the maintenance and custodial supervisors, the custodial and maintenance employees and the building principals. There were a number of common concerns expressed by all parties including:

- The inefficient and ineffective use of chemicals, materials and equipment due to the absence of training
- An inordinate number of overtime hours being used due to the lack of substitutes and an increasing number of Saturday activities
- A lack of supervision for night workers
- An ineffective system for maintaining grounds and athletic fields
- Difficulty in recruiting substitute workers
- Safety and security concerns
- Ineffective communications among and between maintenance/custodial workers and the school district staff
- Custodial absenteeism which has had a significantly negative impact on our ability to meet the needs of the schools

The proposal being recommended by the administration has taken months to complete. It is a comprehensive compilation of information and creative planning which should alleviate most of the problems that have plagued us for several years. Our recommendations are:

- To significantly reduce the need for employees to work overtime hours
- To increase supervision of the custodial and maintenance staff
- To provide substitute coverage in order to continue custodial service when regular employees are absent
- To systematically train custodial staff
- To develop an effective system for maintaining the grounds and athletic fields
- To establish clearly delineated lines of communications
- To increase 24 hour emergency coverage
- To regulate the use of vacation days by employees so that the schools can be properly maintained at all times
- To save money while accommodating growth at the middle schools by including the cafeteria and kitchen cleaning in the food service contract

We hope that you will approve these changes as we strive to provide outstanding custodial and maintenance services for all schools.

**REORGANIZATION
PROPOSAL
AND
COST ANALYSIS OF RECOMMENDATIONS**

WEST CHESTER AREA SCHOOL DISTRICT

Recommendations For Custodian/Operations And Maintenance Reorganization

- Eliminate 1.0 maintenance position and replace with a Supervisor of Custodial Services. This position will manage the custodial operations including the direct supervision of all Head Custodians, the Head Custodian Night Coordinator and Security Guards as well as coordination of the District-wide waste management/recycling program.
 - There is currently a vacancy in the maintenance department so no layoff will be required.
- Eliminate the Fugett Head Custodian position and create a Head Custodian Night Coordinator. The Head Custodian Night Coordinator will supervise the night custodians throughout the District and monitor night facility usage by outside groups.
 - The Fugett Head Custodian will be reassigned. The Head Custodian responsibilities for the Fugett/East complex will be assumed by the current Head Custodian at East High School.
- Create a Central Grounds Crew by transferring 4.0 FTE Groundskeepers from the five secondary schools. Designate one of the grounds crew positions as the Coordinator of Grounds.
- Designate one of the maintenance positions in Central Maintenance as the Coordinator of Central Maintenance.
- Outsource cleaning of cafeteria kitchens and eating areas to ARAMARK as part of the cafeteria service contract. Reassign the 6.25 FTE WCASD custodians to Peirce (2.75 FTEs), Stetson (2.75 FTEs), and Fugett (.75 FTEs). This is based on the increased square footage and enrollment at Peirce and Stetson and the increased enrollment at Fugett. (See schedule of analysis for middle school cleaning staff.)
 - This will require the reassignment of 2 day-time cafeteria custodians from both Henderson and East High Schools to night duty at Peirce and Stetson. The custodian at each middle school who is currently working .75 cafeteria and .25 regular custodian will remain at the schools as full-time regular day custodians.
- In the 1997-98 year District-wide custodial overtime is projected to cost \$370,000. To reduce overtime expenses in the future the recommendations are:
 - Hire 4.0 night, 10-month, floater custodians to provide consistent custodial coverage during absences.
 - Change the work week for 2.0 custodians at each high school and 1.0 custodian each at Peirce and Stetson Middle Schools to Tuesday through Saturday from the current Monday through Friday schedule. This will provide weekend coverage for events without the need to pay overtime.

Recommendations For Custodian/Operations And Maintenance Reorganization Continued...

- Regulate the use of vacation days by employees such as limiting the majority of custodial vacation time to summer.
- Supervisor of Custodial Services will approve all overtime.
- Add a Project Supervisor to manage District-wide capital/construction program. This position will be funded by the Capital Projects Fund. This administration advised the Board on the need for this position in the June 16, 1997, Capital Projects Update. Approximate savings of \$155,000 for construction management services (based on RFP results) on the Sarah W. Starkweather and Henderson Projects, as well as savings (reduced fees on construction management services) on future projects, will more than offset the cost of this additional position.
- Upgrade salary range for Manager of Facilities and Operations. The current salary range has not been increased since 1995-96. The position will be responsible for 117 employees, the single largest group of employees in the District. In addition, this position assumed responsibility for the capital projects of the District from the Assistants to the Superintendent in the summer of 1997. The upgraded range is needed to keep the position salary range competitive in the market place.

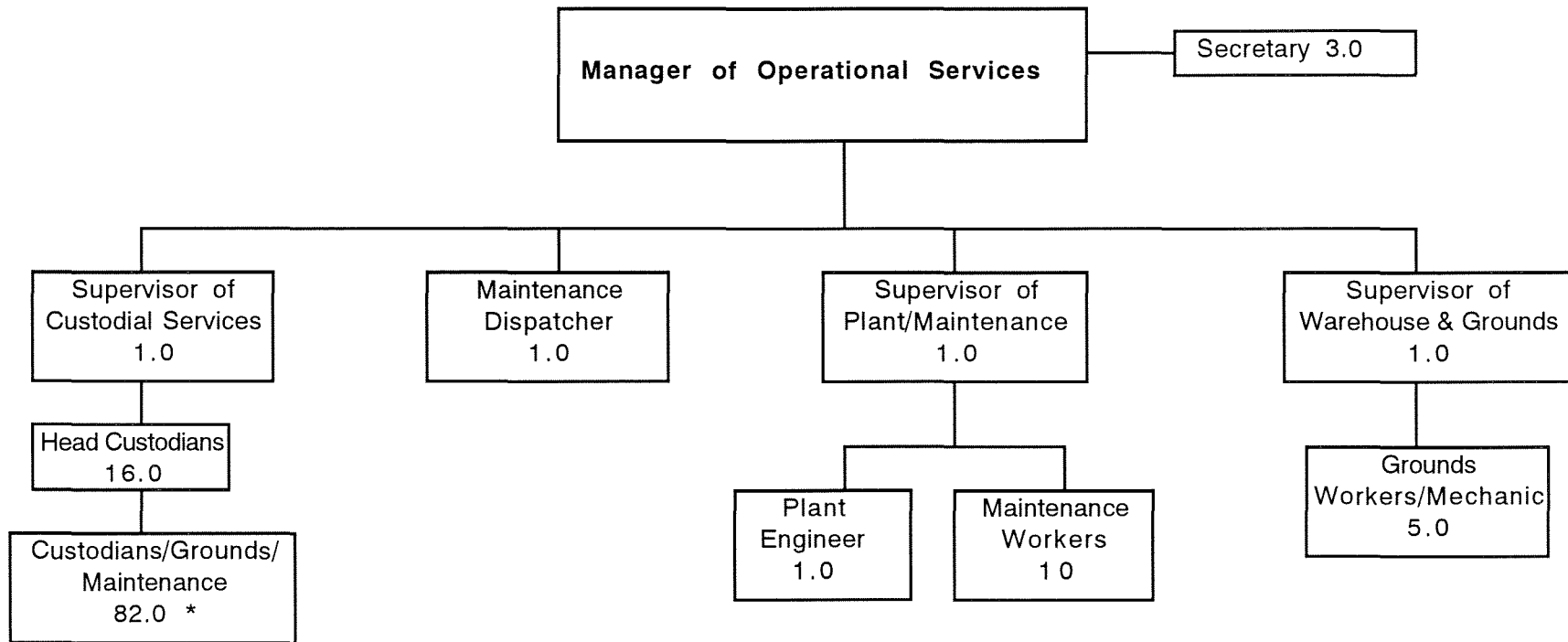
WEST CHESTER AREA SCHOOL DISTRICT
REORGANIZATION OF CUSTODIAL/OPERATIONAL SERVICES
COST SAVINGS ANALYSIS OF RECOMMENDATIONS

	1998-99	
	(SAVINGS)/ <u>EXPENSE</u>	NET (SAVINGS)/ <u>EXPENSE</u>
1. Eliminate 1 Maintenance Position		
Reduction in Salaries and Benefits	(\$49,765)	(\$49,765)
2. Add Supervisor of Custodial Services		
Increase in Salaries and Benefits	\$67,765	\$67,765
3. Eliminate Fugett Head Custodian		
Reduction in Salaries and Benefits	(\$58,469)	(\$58,469)
4. Add Head Custodian Night Coordinator		
Increase in Salaries and Benefits	\$60,286	\$60,286
5. Transfer 4 Grounds Keepers From Secondary Schools to Grounds Crew in Central Maintenance		
C to B Scale Wage Increase	\$11,318	\$11,318
6. Designate 1 of the Grounds Crew as Coordinator		
15% Differential Wage Increase	\$5,176	\$5,176
7. Designate 1 of the Central Maintenance Crew as Coordinator		
15% Differential Wage Increase	\$6,025	\$6,025
8. Outsource Cafeteria Kitchen and Eating Area Cleaning		
Reduction in Salaries and Benefits for 6.25 FTE Custodians	(\$258,125)	
Increase in ARAMARK Service Fee	<u>\$178,485</u>	
		(\$79,640)
9. Hire 4 Night 10-Month Floater Custodians		
Increase in Salaries and Benefits	\$97,739	
Reduction in Overtime Wages & District Share of FICA/Retirement	<u>(\$138,010)</u>	
		(\$40,270)
10. Change the Work Week for 4 Custodians		
Reduction in Overtime Wages & District Share of FICA/Retirement	(\$21,203)	(\$21,203)
11. Regulate Vacation Schedules/and Monitor Absenteeism		
Reduction in Overtime Wages & District Share of FICA/Retirement	(\$103,897)	(\$103,897)
12. Increase Salary Range for Manager of Facilities and Operations		
No Increase Salary & Benefit Costs; Increase is for Range Only		\$0
TOTAL SAVINGS IN GENERAL OPERATING FUND		<u>(\$202,675)</u>
13. Add Supervisor for Capital Projects		
Increase in Salaries and Benefits	\$75,283	\$75,283
14. Construction Management Costs		
Reduction in Fee and Other Related Costs for Starkweather/Henderson Projects	(\$155,000)	(\$155,000)
TOTAL SAVINGS IN CAPITAL PROJECTS FUND		<u>(\$79,717)</u>
TOTAL SAVINGS OF REORGANIZATION RECOMMENDATIONS		<u>(\$282,392)</u>
Add 6.25 Custodians to Middle Schools for Peirce and Stetson School Expansions/Student Growth and Peirce Student Growth		<u>\$258,125</u>
NET SAVINGS		<u>(\$24,267)</u>

ORGANIZATIONAL CHARTS
AND
HEAD COUNT MATRICES

OPERATIONAL SERVICES

Organization Prior to 1986-87

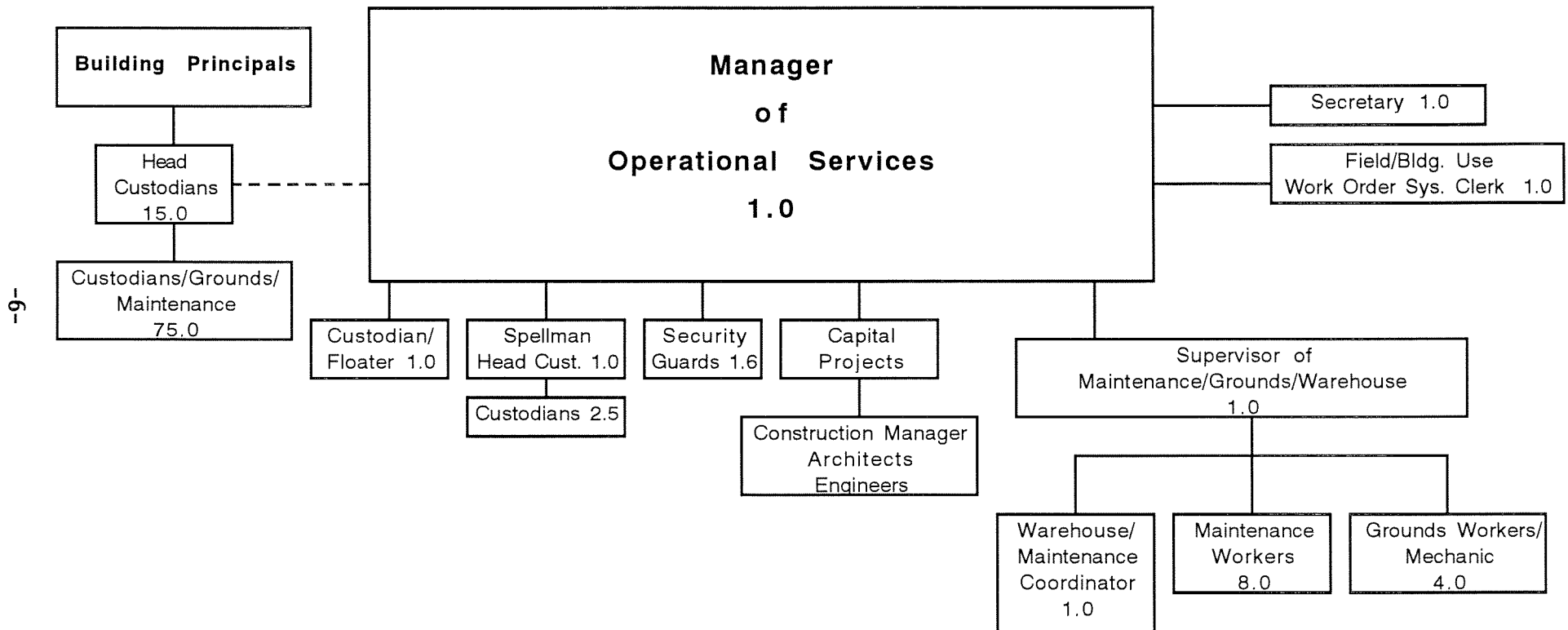


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*Headcount is proforma amount based on staffing added for school building expansions and addition of elementary school.

OPERATIONAL SERVICES

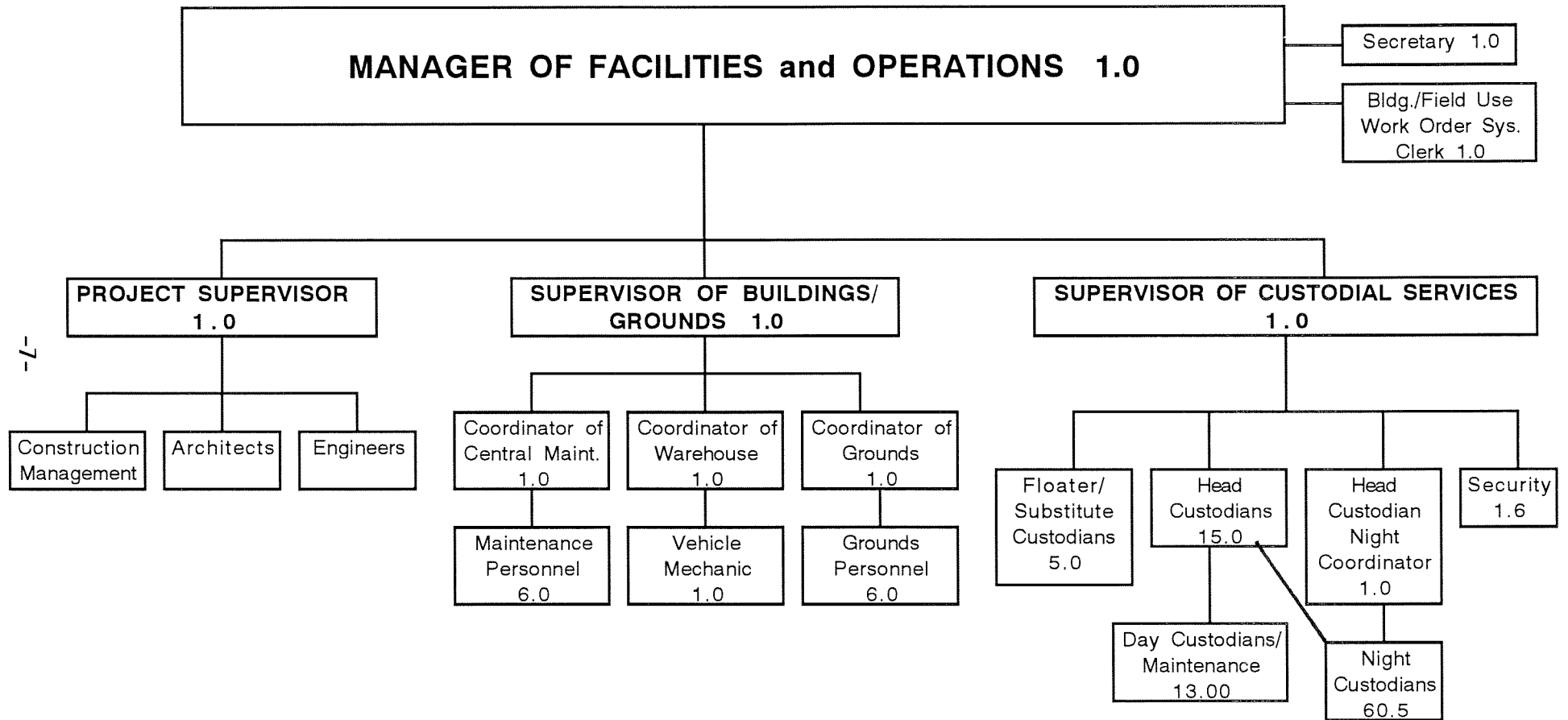
1997-98



OPERATIONAL SERVICES

PROPOSED ORGANIZATION

1998-99



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Includes 6.25 additional custodians for middle schools

WEST CHESTER AREA SCHOOL DISTRICT
1998-99 BUDGET
CUSTODIAN/MAINTENANCE STAFF HEADCOUNT

LOCATION	CODE				HEAD CUSTODIANS	BUILDING HOURLY					SECR	TOTAL	
						DAY	CAFE	GROUNDS	NIGHT	MAINT			TOTAL
HENDERSON	621				1	3	2	1	8.5	1	15.5		16.5
EAST	622				1	3	2	0	7.5	1	13.5		14.5
FUGETT	628				1	0.25	0.75	1	6	1	9		10
PEIRCE	626				1	0.25	0.75	1	3	0	5		6
STETSON	627				1	0.25	0.75	1	3	0	5		6
MCH	637				1				3.5		3.5		4.5
EXTON	638				1				3		3		4
EG	640				1				3		3		4
FERNHILL	644				1				2		2		3
GA	645				1				3		3		4
WTTHORNB	647				1				2		2		3
PW	648				1				2.5		2.5		3.5
HD	651				1				3		3		4
EB	652				1				2		2		3
SWS	653				1				3		3		4
SPELLMAN	911				1	1			1.5		2.5		3.5
CUSTODIAN FLOATER	911					1					1		1
SUBTOTAL					16	8.75	6.25	4	56.5	3	78.5	0	94.5
OPERATIONAL SERVICES		O&M	O&M	COORDIN-									
		MANAGER	SUPERVSRS	ATORS				GROUNDS	NIGHT	MAINT	TOTAL	SECR	TOTAL
MANAGEMENT	911	1	1								0	2	4
WAREHOUSE	912									1	1		1
GROUNDS	912							3			3		3
MAINTENANCE	931			1						8	8		9
SECURITY	912								1.6		1.6		1.6
SUBTOTAL		1	1	1	0	0	0	3	1.6	9	13.6	2	18.6
TOTAL		1	1	1	16	8.75	6.25	7	58.1	12	92.1	2	113.1

WEST CHESTER AREA SCHOOL DISTRICT
1998-99 BUDGET WITH ADDITIONAL CUSTODIAL POSITIONS AT MIDDLE SCHOOLS
CUSTODIAN/MAINTENANCE STAFF HEADCOUNT

LOCATION	CODE			HEAD CUSTODIANS	BUILDING HOURLY						SECR.	TOTAL
					DAY	CAFE	GROUNDS	NIGHT	MAINT	TOTAL		
HENDERSON	621			1	3	2	1	8.5	1	15.5		16.5
EAST	622			1	3	2	0	7.5	1	13.5		14.5
FUGETT	628			1	1	0.75	1	6	1	9.75		10.75
PERCE	626			1	1	0.75	1	5	0	7.75		8.75
STETSON	627			1	1	0.75	1	5	0	7.75		8.75
MCH	637			1				3.5		3.5		4.5
EXTON	638			1				3		3		4
EG	640			1				3		3		4
FERNHILL	644			1				2		2		3
GA	645			1				3		3		4
WTTTHORNB	647			1				2		2		3
PW	648			1				2.5		2.5		3.5
HD	651			1				3		3		4
EB	652			1				2		2		3
SWS	653			1				3		3		4
SPELLMAN	911			1	1			1.5		2.5		3.5
CUSTODIAN FLOATER	911				1					1		1
SUBTOTAL				16	11	6.25	4	60.5	3	84.75	0	100.75
OPERATIONAL SERVICES		O&M MANAGER	O&M SUPERVSRS	COORDIN- ATORS			GROUNDS	NIGHT	MAINT	TOTAL	SECR.	TOTAL
MANAGEMENT	911	1	1							0	2	4
WAREHOUSE	912								1	1		1
GROUNDS	912						3			3		3
MAINTENANCE	931			1					8	8		9
SECURITY	912							1.6		1.6		1.6
SUBTOTAL		1	1	1	0	0	3	1.6	9	13.6	2	18.6
TOTAL		1	1	1	16	11	6.25	7	62.1	98.35	2	119.35

WEST CHESTER AREA SCHOOL DISTRICT
1998-99 PROPOSED REORGANIZATION
CUSTODIAN/MAINTENANCE STAFF HEADCOUNT

PROPOSED REORGANIZATION

LOCATION	CODE	O&M MANAGER	O&M SUPERVISRS	COORDIN- ATORS	HEAD CUSTODIANS	BUILDING HOURLY						TOTAL	
						DAY	CAFE	GROUNDS	NIGHT	MAINT	TOTAL		
HENDERSON	621				1	3			8.5	1	12.5		13.5
EAST	622				1	3			7.5	1	11.5		12.5
FUGETT	628				0	1			6	1	8		8
PEIRCE	626				1	1			5	0	6		7
STETSON	627				1	1			5	0	6		7
MCH	637				1				3.5		3.5		4.5
EXTON	638				1				3		3		4
EG	640				1				3		3		4
FERNHILL	644				1				2		2		3
GA	645				1				3		3		4
WTTORNB	647				1				2		2		3
PW	648				1				2.5		2.5		3.5
HD	651				1				3		3		4
EB	652				1				2		2		3
SWS	653				1				3		3		4
SPELLMAN	911				1	1			1.5		2.5		3.5
CUST FLOATERS*	911					1			4		5		5
CUSTODIAL MGMT			1	1									2
SUBTOTAL		0	1	1	15	11	0	0	64.5	3	78.5	0	95.5
								GROUNDS	NIGHT	MAINT	TOTAL	SECR	TOTAL
MANAGEMENT	911	1	1								0	2	4
WAREHOUSE	912			1						1	1		2
GROUNDS	912			1				6			6		7
MAINTENANCE	931			1						6	6		7
SECURITY	912								1.6		1.6		1.6
SUBTOTAL		1	1	3	0	0	0	6	1.6	7	14.6	2	21.6
													0
TOTAL		1	2	4	15	11	0	6	66.1	10	93.1	2	117.10

* NIGHT TIME CUSTODIAL FLOATERS ARE 10 MONTH POSITIONS & DAYTIME FLOATER IS 12 MONTH POSITION

CALCULATION of
RECOMMENDED CUSTODIAL STAFF
for
MIDDLE SCHOOLS

**WEST CHESTER AREA SCHOOL DISTRICT
RECOMMENDED CLEANING STAFF FOR MIDDLE SCHOOLS**

<u>SCHOOL</u>	<u>EDUC STAFF</u>	<u>STUDENTS</u>	<u>SQ FT</u>	<u>RECOMMENDED CLEANING STAFF</u>	<u>ADJUSTMENT FOR FOOD SVC. CLEANING</u>	<u>ADJUSTED RECOMMENDED CLEANING STAFF</u>	<u>ACTUAL CLEANING STAFF</u>	<u>(UNDER)/ OVER STAFFED</u>	<u>RECOMMENDED ADDITIONS</u>
FUGETT	72	965	172,000	8.3	(0.75)	7.5	6.25	(1.3)	0.75
PEIRCE	66	910	130,000	7.0	(0.75)	6.2	3.25	(3.0)	2.75
STETSON	67	807	130,000	6.9	(0.75)	6.1	3.25	(2.9)	2.75
TOTAL	205	2,682	432,000	22.1	(2.25)	19.9	12.8	(7.1)	6.25

**SALARY/HOURLY
RANGE
RECOMMENDATIONS**

CUSTODIAL/OPERATIONAL SERVICES REORGANIZATION

Recommended Salary/Hourly Ranges

1998-99

<u>Position</u>	<u>Salary/Hourly Range</u>
Custodial Supervisor	\$33,000 - \$60,000
Coordinator of Night Custodians	\$34,000 - \$52,000
Coordinator of Central Maintenance	\$17.88 - \$22.21 per hour
The Coordinator of Central Maintenance will supervise A-skilled maintenance employees	
• A - skilled hourly range + 15% lead person pay, per ESPA contract	
Coordinator of Grounds	\$15.44 - \$19.08 per hour
The Coordinator of Grounds will supervise B-skilled maintenance employees	
• B - skilled hourly range + 15% lead person pay, per ESPA contract	
Project Supervisor	\$50,000 - \$75,000
Manager of Facilities and Operations	\$62,000 - \$96,000

WEST CHESTER AREA SCHOOL SERVICE

EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION - ESPA

(CUSTODIAL & MAINTENANCE EMPLOYEES)

APPENDIX B

<u>A - Skilled</u>	<u>1998-1999</u>	<u>1999-2000</u>
Start	15.55	15.86
6 months	15.86	16.18
18 months	16.80	16.49
30 months	19.31	20.08
30 months (after 7/1/94)	18.60	19.34
30 months	17.83	18.54
30 months	17.14	17.82
<u>B - Semi-skilled</u>		
Start	13.43	13.70
6 months	13.70	13.97
18 months	14.53	14.25
30 months	16.59	17.25
30 months (after 7/1/94)	16.19	16.84
30 months	16.03	16.69
30 months	15.11	15.71
<u>C-Custodial</u>		
Start	12.09	12.32
6 months	12.32	12.57
18 months	13.07	12.81
30 months	15.24	15.85
30 months (after 7/1/94)	14.70	15.28
30 months	13.85	14.40
30 months	13.59	14.13



This schedule is for the comparison of the custodial/maintenance wages to the recommended salary/hourly wages of the new positions.

**ILLUSTRATIVE
POSITION
DESCRIPTIONS**

WEST CHESTER AREA SCHOOL DISTRICT

POSITION DESCRIPTION - Manager of Facilities and Operations

Position Summary: The Manager of Facilities and Operations is responsible for all facility operations. This includes maintenance and operation of all buildings, grounds maintenance, custodial operations, Capital Projects for construction, property security, facility risk management, environmental compliance, facility usage by outside groups, and facility-related safety issues.

DUTIES AND RESPONSIBILITIES:

1. Provides supervision to Supervisor of Buildings and Grounds, Supervisor of Custodial Services, Project Supervisor, and departmental secretaries.
 - Oversees the hiring and assigning of departmental personnel. Evaluates staff according to District human resource personnel employee evaluation policies and procedures.
 - Coordinates vacation schedules for personnel who are direct reports.
 - Establishes work requirements for Supervisor of Buildings and Grounds, Supervisor of Custodial Services, Capital Project Supervisor, and departmental secretaries.
 - Provides staff development opportunities for departmental personnel.
2. Develops effective annual goals for the department staff consistent with District goals and objectives.
3. Prepares and manages department annual budget.
4. Prepares analyses of departmental function and makes recommendations in the area for cost savings when appropriate.
5. Approves all purchase orders for departmental function.
6. Manages all facility emergencies such as power failures, gas leaks, water interruptions, sewer back-ups, loss of heat, pipe breaks, fires, serious vandalism, etc..
7. Directs the overall activities of District-wide maintenance and custodial employees during snow emergencies.
8. Establishes building and field use policies, forms and procedures. Oversees, through the Supervisor of Custodial Services, the processing and approvals of building and field use applications and permits for outside groups.
9. Establishes, maintains, and continuously updates a complete file of documents (plans, "as-builts", specifications, etc.) of all facilities in the School District, including deviations from original configurations as accepted by the School District. Maintains current building profile descriptions including but not limited to building size, type and age of major mechanical, structural and electrical systems.

10. Oversees the Capital Project construction and renovation program. Assesses long term building maintenance and renovation needs and plans which includes developing needs into Capital Projects when appropriate.
11. Recommends building and field renovations for the annual update of the capital projects list and prepares budgets for recommended projects. Evaluates all proposals for new projects and new proposals for buildings and properties.
12. Oversees the work order systems function. Develops and updates procedures, forms and policies for the efficient coordination of principals' requests, the assignment of work and the completion of projects. Reviews and approves monthly work order system status reports and follows up with Supervisor of Building and Grounds on project issues and work order status.
13. Arranges for the District-wide purchase of electricity, natural gas, propane, gasoline and diesel fuel. Coordinates bidding process and selects service providers. Determines economies and coordinates selection of fuel type and deliveries.
14. Attends monthly Property and Finance Committee Meetings and Board Meetings as required. Prepares recommendations for Committee and Board approval.
15. Prepares and updates Board policies related to any departmental operations.
16. Keeps informed of and assures District compliance with all State and Federal and Local requirements pertaining to facilities.
17. Manages all environmental issues, including but not limited to asbestos, water testing, underground storage tanks, indoor air quality, and hazardous waste disposal.

WEST CHESTER AREA SCHOOL DISTRICT

POSITION DESCRIPTION - Project Supervisor

Position Summary: Under the overall direction of the Manager of Facilities and Operations, the Project Supervisor will manage each Capital Construction Project from the time when the Board approves formal planning through the completion and warranty periods.

DUTIES AND RESPONSIBILITIES:

1. Acts as the representative for the District in all matters pertaining to new construction, renovation, and the remodeling of school district facilities working with the architects, engineers and construction managers whenever such professional services are required for a specific project.
2. In conjunction with the Manager of Facilities and Operations, prepares Requests for Proposals for architect, engineer, and construction manager for projects as necessary. Evaluates proposals and provides recommendations for selection of professionals.
3. Coordinates the inclusion of educational specifications for the projects.
4. Along with construction manager, architect and principal, reviews blueprints to insure satisfactory design, and coordination between architectural and engineering components.
5. In coordination with construction manager, manages construction contracts, approves invoices, and approves and tracks change orders. Approves invoices for construction manager, architect, and engineer.
6. In coordination with project architect, construction manager, and District administration establishes project schedule for planning and construction. Communicates key planning dates to building principals and other project team members. Reviews status of schedule and apprises Manager of Facilities and Operations of schedule changes and concerns.
7. Makes frequent inspection of projects underway to note contract compliance, the observance of safety regulations and reports discrepancies to the project architect and/or construction manager and Manager of Facilities and Operations.
8. Prepares bid documents for all Capital Projects except when they are prepared by a professional architect, engineer or certified asbestos designer. Reviews bid documents prepared by architects and/or engineers.
9. Attends all bid openings for construction projects, and along with architect and construction manager, makes recommendations for bid awards prior to submission to the Board.
10. Serves as District contact person for Pa. Department of Education and local municipal governments for construction matters. Attends meetings necessary to obtain governmental approvals.
11. In coordination with project architect and construction manager establishes project budgets and monitors expenditures relative to budget.

12. Coordinates all planning and design meetings with architect, construction manager, engineer, principals, and other administration as necessary.
13. During construction activity holds monthly meetings with architect, construction manager, engineer, building principal, and other administration as necessary to track the progress of construction activity and resolve issues. Meetings may be more often when necessary.
14. Prepares minutes of all meetings and keeps them on file for project.
15. In coordination with project architect and construction manager insures that punch list and warranty items are resolved in a timely manner.
16. For capital projects, insures that all manuals of operations for all mechanical systems in each facility including description of equipment (manufacturer, model, typical operation) and operating instructions (starting procedure, required tests, normal settings, etc.) are delivered by construction manager.
17. Maintains a project log for each project including records of weather and key activities.

WEST CHESTER AREA SCHOOL DISTRICT

Position Description - Supervisor of Buildings/Grounds

Position Summary: The Supervisor of Central Maintenance & Grounds/Warehouse is responsible for the maintenance and repair of all buildings and grounds and equipment needed for this function as well as the operation of the central warehouse.

DUTIES AND RESPONSIBILITIES:

1. Provides supervision to all central maintenance/grounds/warehouse personnel.
 - Screens, interviews or arranges for interviews, hires and assigns central maintenance/grounds personnel. Evaluates staff according to District human resource personnel employee evaluation policies and procedures.
 - Approves time cards for central maintenance/grounds/warehouse personnel.
 - Coordinates vacation schedules for central maintenance/grounds/ warehouse personnel.
 - Establishes work requirements for central maintenance/grounds personnel. The supervisor directs the placement of personnel to provide daily coverage of work loads.
 - Establishes and implements special or periodic training programs for the central maintenance/grounds personnel.
2. Oversees athletic fields and tracks maintenance operation. Develops and maintains athletic field preventive maintenance plan including planting, fertilization, seeding, aeration and weed control and track preventive maintenance. Coordinates plan and communicates impact on field availability with building administrators, athletic directors and School District field use coordinator.
3. Responsible for the maintenance and safety of playground equipment, coordinates District approval for all purchased and donated equipment. Obtains and renews playground equipment safety certification. Trains building custodians on inspections and other safety issues regarding playground equipment.
4. Manages District preventive maintenance programs for buildings and grounds including the development of schedules for the inspection of major systems equipment, periodic replacement of equipment parts, calibration of gages, lubrication of equipment, and other preventive maintenance tasks. Communicates the assignment of scheduled tasks to responsible parties and maintains record keeping of schedules.
5. Coordinates Health Department inspections (occurring semi-annually at each building). Reviews reports and generates work-orders as a result of any findings or violations. Provides written documentation for file when citation is not justified. Follows up with Health Department on the resolution of findings, if necessary.

6. Coordinates insurance carrier risk management inspections (occurring annually). Reviews reports and generates work-orders as a result of any findings. Provides written documentation for responses to insurance carrier.
7. Coordinates District building systems inspection programs carried out by outside contractors including but not limited to electrical, roofing, hvac, boilers, PA systems, folding partitions, elevators/lifts, fire alarm systems, fire extinguishers, kitchen hood fire suppression systems, back-flow preventors.
8. Coordinates District's lock/key systems for all buildings. Houses all keys and maintains proper record keeping and control procedures.
9. Responds to calls from custodians, principals and security guards during non-school hours by carrying emergency beeper.
10. Supervises the Coordinators of Central Maintenance Warehouse and Grounds.
11. Coordinates the District maintenance materials request program which includes the purchase and inventory of materials, managing ordering system, and delivery of maintenance materials to the building custodian staff.
12. Assigns use of all vehicles for the department and schedules for their maintenance. Recommends the purchase of new and/or replacement vehicles and equipment.
13. Documents and evaluates electrical and fuel usage. Responsible for the District energy conservation program by providing annual budgets and making recommendations for more efficient usage and/ or replacement of equipment.
14. Organizes, directs and serves as chairman of the District Safety Committee. Coordinates the District's health, safety and risk management program. Performs the duties and responsibilities of the position to insure compliance at the building level with federal, state and local statutes, regulations and codes.
15. Participates on the District project team for all major capital projects including building renovations, classroom additions, and field renovations/additions as a representative of the District's operations and maintenance program. Provides input for mechanical, electrical, HVAC, and plumbing systems, etc.
16. Coordinates the documentation for all theft and break-in reports. Files theft reports and break-in reports immediately with the Superintendent and Director of Business Affairs and Manager of Operational Services. Files subsequent reports including information such as nature of break-in, inventory of equipment lost or damaged, and approximate replacement or repair costs if available. Provides information to insurance adjustor to receive maximum reimbursement from carrier. Generates work orders needed to remedy damages.
17. Responds to all building principal requests for operation and maintenance of buildings or grounds improvements or emergencies. Evaluates the cost, priority and necessary action plan for remedy. Generates work orders as appropriate.

18. Coordinates General Fund facility/grounds projects with a value of \$25,000 or less with building principals. Creates and manages budgets for projects. Develops annual budget and building appropriations for such projects. Generates work orders as appropriate.
19. Executes completion of all regular and preventive maintenance work-orders. Provides monthly status report on work-orders and advises Manager of Operational Services of any problems.

WEST CHESTER AREA SCHOOL DISTRICT

POSITION DESCRIPTION - Supervisor of Custodial Services

Position Summary: The Supervisor of Custodial Services assists in directing the custodial operations of the District's buildings under the supervision of the Manager of Facilities and Operations. In this capacity, the Supervisor will direct and supervise custodial personnel and provide direction in the use of proper techniques and materials. During the school year, this person's core hours will be from 10:00 am to 7:00 pm, and during the summer months will be from 7:00 am to 4:00 pm.

The Supervisor of Custodial Services makes personnel, custodial materials and equipment, cleaning procedures, and budget recommendations through the Manager of Facilities and Operations.

DUTIES AND RESPONSIBILITIES:

1. Screen and interview custodial personnel and security guards.
2. Supervise and evaluate custodial and security personnel and provide regular feedback to the Manager of Facilities and Operations. Discipline custodial personnel and/or terminate their employment as needed.
3. Pre-approve all custodial and security overtime; monitor overtime budget; and provide and implement a daily substitute coverage plan for all custodial positions so that work continues when employees are absent.
4. Record and arrange vacation coverage for all custodial and security personnel to assure a smooth operation throughout the year.
5. Develop and implement regular and special training sessions for custodial personnel. Schedule and conduct monthly meetings with District head custodians to review status of operations.
6. Review and establish job requirements and work assignments for custodial and security positions.
7. Review custodial and security time cards for accuracy and for approval.
8. Develop the annual budget for custodial services, materials, and equipment; and assist in maintaining an accounting system for building inventories and expenditures.
9. Prepare specifications for flooring and window treatments.
10. Evaluate new custodial materials and equipment, processes being considered for use in the custodial operation.
11. Provide a system for sharing custodial equipment and for developing schedules to be followed.
12. Make minor repairs on custodial equipment and arrange for equipment repairs when necessary.

13. Develop summer work schedules for all custodial personnel, hire and schedule summer painters and other summer workers as needed.
14. Manage District-wide trash removal program including the coordination of the bidding process, selection of service provider, evaluation of trash removal needs, preparation of pick-up schedules, and arranging for extra trash removal services for buildings as needed. Coordinate and supervise a waste management/recycling program for the District.
15. Coordinate the District-wide property security program including establishing work schedules and maintaining the security check-point system. Respond to calls on facility emergencies from custodians, principals, security guards, police, and fire departments during non-school hours by carrying an emergency pager.
16. Implement and maintain the Right-to-Know Program and compliance.

WEST CHESTER AREA SCHOOL DISTRICT

POSITION DESCRIPTION - Head Custodian Night Coordinator

Position Summary: The Head Custodian Night Coordinator assists in the directing of the District's night custodial operations under the supervision of the Supervisor of Custodial Services. In this capacity, the coordinator will assist in directing and supervising custodial personnel and in providing direction in the use of proper techniques and materials. During the school year, this person would normally work from 3:00 pm - 11:30 pm; and during the summer months will work from 7:00 am to 3:30 pm.

DUTIES AND RESPONSIBILITIES:

1. Visit all building sites during evening custodial hours.
2. Supervise the proper use of cleaning materials (including chemicals) and equipment by custodians; and supervise the cleaning procedures used by the custodians.
3. Supervise building security and evaluate building cleanliness.
4. Evaluate time management, efficiencies, and quality of cleaning practices among custodians.
5. Assist the Supervisor of Custodial Services with:
 - a. recruitment, employment, transfer, promotion, demotion, and evaluation of night custodians; and in the recordkeeping of personnel files
 - b. training and cleaning practices for custodians
 - c. chemical use procedures
 - d. arranging for custodial substitutes & coverages
 - e. building/field use permits
 - f. custodial supplies/equipment
 - g. right-to-know law requirements and updating of material safety data sheets
 - h. building use by outside groups
6. Assume responsibility for the Supervisor of Custodial Services during absences.
7. Other duties as assigned by the Supervisor of Custodial Services.

WEST CHESTER AREA SCHOOL DISTRICT

POSITION DESCRIPTION - Head Custodian

Position Summary: The Head Custodian is the chief person responsible for the maintenance and cleaning of the building. The Head Custodian provides direction for the completion of all necessary work to keep the building clean, safe, and operational. The Head Custodian makes recommendations relative to personnel, financial matters and policy through the Supervisor of Custodial Services.

DUTIES AND RESPONSIBILITIES

The Head Custodian:

- a. Directs or performs the daily daytime work of opening the school, preparing the school for the day's sessions, and assigning the duties to his staff.
- b. Directs or performs the maintenance duties as outlined in maintenance directives.
- c. Provides supervision and evaluation for custodial personnel at the site.
- d. Provides for 24 hour security and responds to emergency calls in cooperation with the Supervisor of Custodial Services and Night Coordinator.
- e. Regularly inspects the building, grounds, equipment, and facilities to assure a safe, dependable operation and an attractive, clean appearance.
- f. Assists, guides and trains personnel under his/her direction.
- g. Is responsible for setting up equipment and seating for all school programs.
- h. Orders the necessary supplies for cleaning and maintenance.
- i. Performs all other duties as directed or assigned by the Supervisor of Custodial Services.

- j. Respond to calls on facility emergencies from the Supervisor of Custodial Services, the night supervisor, custodians, principals, security guards, police and fire departments during non-school hours by carrying an emergency pager.

SUPERVISORY RESPONSIBILITIES

In a supervisory capacity the Head Custodian:

- a. Establishes the daily schedules for all personnel under his/her supervision.
- b. Supervises the performance of both day and night custodians under his/her direction and maintains a written record documenting their performance.
- c. Provides input to the Supervisor of Custodial Services regarding equipment and material needs.
- d. Monitors and approves all custodial workers' time cards.
- e. Follows the established policies, procedures and guidelines to discipline employees who exhibit inappropriate conduct.
- f. Recommends personnel for promotion or advancement to the Supervisor of Custodial Services.
- g. Performs all other supervisory responsibilities as assigned by the Supervisor of Custodial Services.

Reporting Relationships:

Works cooperatively with administrators, supervisors, teachers and other district staff to perform job responsibilities as outlined.

Responsible for supervising all building custodial/maintenance staff.

WEST CHESTER AREA SCHOOL DISTRICT

POSITION DESCRIPTION - Coordinator of Central Maintenance

Position Summary: The Coordinator of Central Maintenance shall be responsible for the daily work schedule of the Central Maintenance staff, responding to maintenance emergencies, assisting in developing and maintaining a preventative maintenance schedule for all the equipment within the District under the Supervision of the Supervisor of Buildings and Grounds.

DUTIES AND RESPONSIBILITIES:

1. Assignment of daily work schedule to the Central Maintenance crew.
2. Responds to daily emergencies as they arise and works on resolving them.
3. Assists the Supervisor of Buildings and Grounds in developing and maintaining a preventative maintenance schedule for all the mechanical and electrical equipment within the District.
4. Completes follow-up inspections of various work orders and maintenance jobs, and submits any and all deficiencies to the Supervisor of Buildings and Grounds.
5. Works with the Supervisor of Buildings and Grounds to develop and budget a General Fund Project List for each year.
6. Assists in overseeing the status of any projects as assigned by the Supervisor of Buildings and Grounds.
7. Works with the Coordinator of Warehouse in delivering or scheduling the delivery of warehouse orders.
8. Works with the Coordinator of Grounds in scheduling grounds' projects that require the assistance of Central Maintenance.
9. Works on daily maintenance work orders or jobs as assigned.
10. Assists in the recruitment, employment, transfer, promotion, demotion, and evaluation of central maintenance, and in the recordkeeping of personnel files.

WEST CHESTER AREA SCHOOL DISTRICT

POSITION DESCRIPTION - Coordinator of Warehouse

Position Summary: The Coordinator of Warehouse shall be responsible for the daily operation of the warehouse, vehicle mechanic, district radio, and service contractor contacts under the supervision of the Supervisor of Buildings and Grounds.

DUTIES AND RESPONSIBILITIES:

1. Receives, stores, and distributes supplies housed at the central warehouse for educational, custodial, central maintenance, grounds needs, and other stored District materials such as furniture.
2. Keeps current and accurate records of all inventory.
3. Produces accurate inventory reports on the educational, custodial, maintenance materials, and other District items, and distribute reports monthly to the proper accounting personnel.
4. Contacts contractors for service work or emergency work needed as reported by the Head Custodians, Supervisor of Buildings and Grounds, Supervisor of Custodial, or the Manager of Operation Services. Monitors service contracts.
5. Develops and maintains a daily, weekly, and monthly tickler file on all service work, service calls, emergency calls, and all orders that originate from the department. Report any and all deficiencies to the proper accounting personnel.
6. Schedules the movement of centralized shared equipment throughout the District on an emergency and as needed basis.
7. Develops and maintains a check-out system on all equipment that is centrally shared.
8. Solicits quotes for materials needed for approved requisitions and work orders, submits in writing for approval to purchase to the Supervisor of Buildings and Grounds. Places orders for same.
9. Keeps current and accurate records of all gas & diesel fuel usage, odometer readings, and vehicle maintenance records for the entire District fleet. Coordinates vehicle maintenance and repairs with the vehicle mechanic.
10. Monitors the radio and the phones for any and all calls and coordinates communications.
11. Assists in the recruitment, employment, transfer, promotion, demotion, and evaluation of warehouse staff, and in the recordkeeping of personnel files.

WEST CHESTER AREA SCHOOL DISTRICT

POSITION DESCRIPTION - Coordinator of Grounds

Position Summary: The Coordinator of Grounds shall be responsible for the daily work schedule of the central grounds crew, maintaining the grounds of all the District buildings and the athletic fields under the supervision of the Supervisor of Buildings and Grounds.

DUTIES AND RESPONSIBILITIES:

1. Schedule the daily mowing for the mowing crew.
2. Schedule the daily athletic field work including mowing, lining, fertilization, aeration, overseeding, irrigation, and the extensive repairs as discussed with the Supervisor of Buildings and Grounds.
3. Oversee the installation and the upkeep on all of the playground equipment and safety matting and mulch at all the elementary schools.
4. Develop and maintain a schedule for mulching planting beds and gardens.
5. Assist in the development of an annual budget for the grounds maintenance and equipment.
6. Develop and maintain a fertilization and grounds maintenance program to include all pre-emergent and post-emergent treatments for weeds and insects.
7. Assist the Supervisor of Buildings and Grounds with snow and ice removal.
8. Develop and maintain a preventative maintenance schedule for all of the grounds equipment.
9. Works on daily grounds maintenance jobs as assigned.
10. Assist in the development of the plan for rotation of District fields and field maintenance program. Coordinate implementation of plan and maintenance program.
11. Assists Central Maintenance and or Central Warehouse in any projects, jobs, or deliveries on an as needed basis.
12. Assists in the recruitment, employment, transfer, promotion, demotion, and evaluation of grounds staff, and in the recordkeeping of personnel files.