

## Job Description

**Job Title:** Custodial Training Specialist

**Position Code:** 1N36, AN36

**Job Classification:** Non-Exempt

**Supervisor:** Supervisor of Custodial Services

**Pay Grade:** 32

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for developing, executing, implementing, and monitoring a standardized training program that will address all aspects of cleanliness, scheduling, and equipment usage for all school division custodial workers.

### **Essential Duties**

1. Performs building inspections to establish a baseline. In coordination with the Supervisor of Custodial Services and Executive Director of Plant Services, works to raise the cleanliness baseline through consistent, effective, and efficient labor practices and equipment usage, as measured by industry accepted standards.
2. Reviews, recommends, and oversees training programs offered by third parties or developed in-house.
3. Acts as mentor/coach for new employees ensuring consistent, effective, and efficient execution of their assigned duties. Provides remedial training as needed to address performance issues.
4. Assesses and evaluates all buildings periodically to ensure the objectives of the standardized plan are being met. Works with the Supervisor of Custodial Services and Custodial Area Supervisors to overcome identified problems.
5. Through research and training, recommends industry standard best practices to management for the execution of custodial services.
6. Consults with building administrators on a regular basis to ascertain satisfaction with services provided or to address problems with custodial area supervisors and/or building-based custodial staff.
7. Acts in place of the Supervisor of Custodial Services when he/she takes leave.
8. Manages and oversees ISSA/CMI Custodial Services.
9. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs any other related duties as assigned by the Supervisor of Custodial Services or the Executive Director of Plant Services and other appropriate administrators.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions. Flexible work hours will be required to conduct training as required.

### **Minimum Qualifications**

Must possess a high school diploma or GED; an associate or bachelor's degree is preferred. Experience in custodial supervision is preferred. Experience in providing training and making presentations to staff. Other professional experiences and responsibilities may be considered in lieu of the preferred and required qualifications. The successful applicant will be required to obtain industry certifications by CMI or ISSA and training will be provided by NNPS. Must possess a valid Virginia Driver's License with a good driving record as outlined in NNPS policy. Adequate computer skills required to fulfill position requirements.

### **Working Conditions & Physical Requirements**

Must have the ability to stand for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 75 pounds; to bend, to stoop, to walk and to reach overhead. Must possess the ability to establish and maintain effective working relationships with coworkers.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside. The noise level in the work environment is usually mild to moderate.

**Supervision Exercised:** School-based Custodians, as assigned

**Supervision Received:** Supervisor of Custodial Services

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Custodial Training Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Custodial Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received a copy of this job description and understand the contents.**

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Employee Name (Print)

Signature

Date

Revised 05/2025 LS

Updated 03/2026 LS