

Security & Custodial Superintendent

\$55,378 / year or higher DOQ + [Full-Time County Benefits](#).

James City County General Services department seeks individual to perform advanced work planning, organizing, and directing the daily operation for effective and efficient security and housekeeping of County owned or operated facilities

Responsibilities

- Provides effective supervision of assigned staff including selection, performance management, employee relations, training, prioritizing and assigning work, and related activities.
- Plans, directs, and schedules custodial activities for County buildings and related structures; ensures adherence to standard custodial practices, methods and procedures.
- Coordinates custodial budget requests and spending including the replacement/preventative maintenance schedule of custodial tools and equipment; maintains a database of supplies and satisfactory operational equipment in all facilities.
- Inspects buildings monthly to determine security, level of cleanliness, ensures proper routine safety and cleaning procedures and methods are followed and evaluates the effectiveness of procedures; coordinates the daily routine cleaning tasks and frequency schedules for each building.
- Monitors, audits and evaluates the operational effectiveness of the safety & security program within facilities that include periodic site visits, reports and recommendations.
- Investigates all security incidents at County facilities through coordination with appropriate building liaison to ensure timely reporting, resolution and implementation of corrective actions.
- This position is considered essential personnel and will be required to work during and following natural disasters and emergency situations.

Requirements

- Any combination of education and experience equivalent to an Associate's degree in construction technology, business or public administration or a related field; considerable supervisory and management experience in custodial services or facilities maintenance.
- Must possess or be able to obtain within thirty (30) days of hire a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Knowledge of the principles, practices, and procedures used in custodial maintenance and equipment; methods, material, tools, and equipment used in maintaining and performing custodial maintenance; occupational hazards and safety precautions associated with custodial maintenance activities; leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.; principles and processes for providing customer services including setting and meeting quality standards for services and evaluation of customer satisfaction.
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to plan and organize daily work routine; establish priorities for the completion of work in accordance with sound time-management methodology; communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies; listen and understand information and ideas presented verbally or in writing; handle a variety of employee relations issues with tact, confidentiality and diplomacy; perform arithmetic, algebraic and statistical applications; employ economic and accounting principles and practices in the analysis and reporting of financial data; guide and direct assigned staff, including setting and monitoring performance standards.

[Click here](#) for a complete job description. Accepting applications until position is filled.

Accepting applications until filled. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>