

# Custodial Director of Operations

## Job Purpose

ATS, an AgTac Services, LLC company, is searching for a Custodial Director of Operations. The Custodial Director of Operations directs company programs and implements company policy to ensure total compliance with contract duties between company and customer, by performing the following duties personally or through subordinate managers and/or supervisors. Tasks include coordinating and directing operations necessary for meeting contractual obligations of the client through all necessary planning, supervising, budgeting, contacting vendors and suppliers, and maintaining positive customer relations. This position reports directly to the Vice President of ATS.

## Responsibilities

- Responsible for the hiring, training, productivity and evaluation all custodial supervisors, leads, and line employees in multiple states.
- Coordinate with team members that all cleaning equipment and machinery is accounted for, kept clean and in good working condition and that required preventative and routine maintenance is performed on schedule.
- Closely coordinate with the Sales team and VP of Operations in strategic planning of company growth goals such as development of long-range plans, conceptual designs, and capital outlay requirements for program/process improvements.
- Scheduling and completing quarterly on-site inspections with stakeholders.
- Ensure that payroll for various locations remains within budget by helping supervisors properly schedule shifts while maintaining our high cleanliness standards.
- Assist in new business transitions by coordinating recruitment of incumbent staff and new employees, ordering supplies, and training new supervisors and line employees.
- Field customer complaints and concerns and resolve them in an effective, timely manner.
- Work individually as well as in a team setting for different projects.
- Develops work schedules to ensure adequate service and facilitate budget requests to identify areas in which reductions can be made.
- Assists with plans, budgets, and schedule modifications including cost estimates, bid sheets and contracts.
- Assists with coordination of program specifications, requirements for proposals and contracts, and associated documents.
- Collects data for preparing estimates, labor hours, expenses, and other metrics.
- Ensure compliance with local, state, and federal regulations, such as OSHA.
- Coordinate scheduled meetings with clients to ensure real-time reporting and review of services rendered.
- Acts as liaison between company, customers, clients, employees, and subcontractors.
- Travel will be required for this position.

## Qualifications

- Must have industry experience.
- A minimum of 3-5 years of facilities management experience desired or bachelor's degree in management or related field.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Experience using various products and providing preventative maintenance measures to various pieces of custodial services equipment.
- Knowledge of general safety rules, requirements, procedures, and reporting requirements in the field.
- Experience in employee relations including supervising, training, scheduling, discipline, and performance appraisals.
- Basic computer knowledge, including but not limited to, Windows-based operating systems, Microsoft Suite (Word, Excel, Outlook), and Google Suite (Docs, Calendar). Must be able to type 40wpm.

## Compensation Package

- Salary position: Range \$60,000-\$65,000 (DOE)
- Health, dental, and vision insurance
- 401K plans
- Group, voluntary, and ADD life insurance
- 2 weeks paid vacation
- 1 week sick leave
- 7 paid holidays (New Years, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving and the day after, Christmas Day)

Qualified candidate must possess and will demonstrate the following competencies: problem solving, time management, project management, planning, communication, presentation, interviewing, coaching and training skills.

Please send resumes to [hr@agtac.com](mailto:hr@agtac.com).

EOE/M/F/D/V

