

Posting Choice New Job Posting

Years Experience 10 + Years

Job Title Custodial and Landscape Manager

School or Company St Petersburg College

Contact Person Gary Falasca

Job Description CLASSIFICATION DESCRIPTION

Department: Facilities Planning and Institutional Services

Pay Grade: 113

FLSA Status Exempt

Remote Work Eligible: No

Essential Employee: Yes, on-site required

JOB SUMMARY

The Custodial and Landscape Manager plans, organizes, directs, and inspects the custodial and landscape services for all assigned campus locations, buildings and facilities to ensure a clean, safe, visually pleasing and welcoming environment for students, faculty, staff, and visitors, in compliance with all relevant college policies, safety regulations, and regulatory agency codes.

Essential on-site employees are required to report to work during College closures, including inclement weather or emergency situations. This critical role ensures the safety, security, and operational continuity of College facilities, supporting the institution's ability to resume normal operations efficiently.

ESSENTIAL JOB FUNCTIONS

- Supervise, train, mentor, and evaluate the performance of supervisors, leads and frontline staff (day and night shifts) for both custodial and landscape operations.
- Lead the recruitment, hiring, discipline, and dismissal processes.
- Develop, implement, and lead ongoing training programs for staff on proper process and procedures, chemical handling, equipment operation, and safety.
- Develop and implement fair and efficient work schedules, assignments, and work standards.
- Foster a positive, team-oriented work environment that emphasizes professionalism, customer service, and continuous improvement.
- Plan, organize, and manage daily, weekly, and periodic (e.g., deep cleaning, floor care, plant and ground cover replacement, irrigation repairs, etc.) operations across all assigned facilities (classrooms, offices, labs, residence halls, restrooms, etc.) and grounds
- Conduct regular, comprehensive inspections of all assigned facilities to ensure cleanliness standards (often based on APPA guidelines), safety protocols, and operational efficiency are met.
- Coordinate and oversee specialized project work, such as floor waxing, carpet cleaning, and window washing, tree trimming, mulching and fertilization.

- Ensure timely response and resolution to work orders, requests, and emergency issues (e.g., spills, facility clean-up during weather events or emergencies).
- Coordinate custodial support for special events, conferences, sports activities, and campus moves/changes.
- Ensure the condition of all equipment, repairing or replacing as necessary.
- Implement and monitor compliance with all safety regulations (OSHA, federal, state, and local) regarding chemical handling, hazardous waste, and equipment use.
- Assist in developing, monitoring, and managing the custodial and landscape operations budget, including personnel, supplies, and equipment.
- Maintain and manage inventory of cleaning and landscape supplies, chemicals, and equipment; develop specifications for new purchases and submit requisitions.
- Utilize and train staff on the work order system for completing work orders, time tracking, and data analysis.
- Maintain accurate records of staff attendance, work hours, activities, and supply usage.
- Participate in long-range planning for facilities maintenance, equipment replacement, and process improvement initiatives.
- Serve as the primary liaison between the custodial and landscape departments and other campus departments (e.g., Academic Departments, Student Life, Maintenance, Security) regarding service needs.
- Respond to and resolve customer complaints or concerns in a professional and timely manner.
- Collaborate with campus leadership to ensure custodial and landscape services align with the unique needs of a diverse higher education community.
- Use the work order system to maintain accurate records of work hours and tasks, maintenance logs, inventory, and personnel activities.
- Respond to emergency situations, including system failures or urgent repairs, as required.
- Other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- High School Diploma or GED required.
- A minimum of 10 years of progressively responsible experience in custodial and landscaping services, with four years in a supervisory or management role, preferably in a large institutional setting (higher education preferred).

* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above

KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of modern custodial and landscape methods, equipment, materials, chemicals, and safety procedures.

- Knowledge of supervisory principles and practices, including coaching, training, performance evaluation, and conflict resolution.
- Ability to read, understand, and apply complex laws, rules, regulations, codes (e.g., OSHA, waste management), and university policies.
- Skill in budget management, inventory control, and preparing administrative reports.
- Proficiency in using a work order system and standard office software (e.g., Microsoft Office, Google Workspace).
- Excellent written and verbal communication, interpersonal, and customer service skills.
- Ability to work a flexible schedule, including responding to after-hours emergencies as essential personnel.
- Demonstrates professionalism and respect in all interactions with coworkers, clients, and stakeholders.
- Consistently completes assigned tasks on schedule with minimal supervision.
- Maintains punctuality and reliability in attendance and work deadlines.
- Exhibits a proactive and professional attitude in supporting coworkers and contributing to team success.
- Follows established chain of command and organizational protocols when addressing concerns or sharing information.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

- Valid Driver's License

PHYSICAL DEMANDS

(X = Required to perform essential job functions)

Physical Activities

Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching. x

Climbing – ascending, descending ladders, stairs, ramps, requires body agility. x

Crawling – moving about on hands, knees, or hands, feet. x

Crouching – bending body forward by bending leg, spine. x

Feeling – perceiving attributes of objects by touch with skin, fingertips. x

Fingering – picking, pinching, typing, working with fingers rather than hand. x

Grasping – applying pressure to object with fingers, palm. x

Handling – picking, holding, or working with whole hand. x

Hearing 1 – perceiving sounds at normal speaking levels, receive information. x

Hearing 2 – receive detailed information, make discrimination in sound. x

Kneeling – bending legs at knee to come to rest at knees. x

Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back. x

Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning. x

Pulling – use upper extremities to exert force, haul or tug. x

Physical Activities

Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward. x

Reaching – extending hands or arms in any direction. x

Repetitive Motion – substantial movements of wrists, hands, fingers. x

Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely. x

Standing – for sustained periods of time. x

Stooping – bending body downward, forward at waist, with full motion of lower extremities and back. x

Talking 1 – expressing ideas by spoken word. x

Talking 2 – shouting to be heard above ambient noise. x

Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.

Visual Acuity 2 – color, depth perception, field of vision. x

Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures. x

Visual Acuity 4 – operate motor vehicles/heavy equipment. x

Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.

Walking – on foot to accomplish tasks, long distances, or site to site. x

TYPE OF WORK

Work performed is primarily:

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

This position requires regular and reliable attendance within an in-person setting dependent on the project assignment.

Work is performed in a safe and secure work environment that may periodically have unpredicted

requirements or demands.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.

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Salary \$59,309.68 - \$71,912.99

Deadline 03/11/2026

Start Date TBD

Website https://spchrs.spcollege.edu/psc/GUEST/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S EARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&SiteId=1&FOCUS=Applicant&JobOpeningId=1001720&PostingSeq=1