

City of Socorro Job Description

Job Title: Custodial – On-site Project Director	Department: Custodial Service
FLSA Status: Full Time -Exempt	Salary: \$61,706.30 to \$ 69,992.00
Approved:	Last Revised:
Funding Source: Inter-Governmental Support Agreement (IGSA)	

Position Summary:

Under the general supervisor, the Custodial – On Site Project Director reports directly to the City Manager. This position is responsible for the full operational oversight and performance of custodial services provided under the Fort Bliss Performance Work Statement (PWS) custodial services contract. This position ensures contract compliance, government customer satisfaction, safety, and the effective management of personnel, supplies, schedules, and quality standards in accordance with Department of Defense (DoD) requirements, Fort Bliss base protocols, and the terms of the awarded contract.

Duties, Functions, and Responsibilities:

- Serve as the primary on-site management authority for all custodial services provided across Fort Bliss under the awarded contract.
- Maintain communication and professional rapport with the City Manager, Government Contracting Officer (KO), Contracting Officer Representative (COR), and other Fort Bliss installation officials.
- Ensure strict compliance with the contract's Performance Work Statement (PWS), quality standards, performance metrics, and safety regulations.
- Directly supervise custodial supervisors, administrative staff, and custodians.
- Develop, implement, and monitor work schedules to ensure proper staffing and timely completion of assigned tasks.
- Plans, projects, and manages contract budget, including labor, supplies, equipment, administrative fees, and operational costs in accordance with contract terms.
- Submits monthly reports to the City Manager regarding production, safety reports, staffing shortages, budget discrepancies, operational needs, etc.
- Ensure compliance with City of Socorro employee handbook, policies and procedures, OSHA, EPA, Fort Bliss Safety Office, Environmental Office, and applicable federal, state, and local safety regulations.
- Conduct monthly safety toolbox discussion,
- Prepare and submit required contract reports, payroll reports, invoicing, incident reports, inspection reports, and other documentation as outlined in the PWS contract guidelines and submit all reports to the City Manager
- Serve as the emergency point of contact for any urgent or after-hours custodial service needs on the installation
- Participate in bi-weekly Department Manager meetings, and City Council meetings as required.
- In collaboration with the Human Resources Director for the City of Socorro:
 - Will ensure training, evaluations, and personnel management in compliance with installation requirements.
 - Conduct regular facility inspections to ensure compliance with Army and DoD standards for cleanliness, sanitation, and safety.
 - Implement and monitor an effective Quality Control Plan (QCP) and coordinate Quality Assurance Surveillance Plan (QASP) compliance with the Government.
 - Coordinate with Human Resources for the City of Socorro, Fort Bliss Security for CAC issuance, access control, and compliance with all security clearance requirements.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Knowledge, skills, and abilities

- Considerable knowledge of relevant federal, state and local laws and regulations related to building cleanliness.

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- Considerable knowledge of the use and handling the tools and equipment of the trade, cleaning practices, and occupational health and safety standards.
- Knowledge of supervisory techniques and effective customer service practices and procedures.
- Knowledge of personal computers and software applications and record keeping.
- Interpret and analyze technical data and information for decision-making, contract monitoring and reporting purposes.
- Establish and maintain effective working relationships with officials, employees, other departments, regulatory agencies, vendors, contractors, and the general public.
- Safely operate City vehicles, standard office equipment, including personal computers, and safely work in a variety of facilities, circumstances, and situations.
- Experience working under federal government contracts or within military environments is strongly preferred.
- Knowledge of custodial equipment (shampooers, scrubbers, buffers, vacuums, etc.) and appropriate chemical usage, and OSHA safety standards
- Express oneself clearly and concisely, orally and in writing. Strong organizational, communication, and leadership skills.
- Ability to obtain and maintain military access credentials, which may include background check, fingerprinting, and security clearance, depending on facility requirements.

Minimum Qualifications

- Bachelor's degree in Business Administration, Facilities Management, Contract Management, or related field (or equivalent experience).
- Minimum 5-7 years of custodial or facility management experience, with at least 3 years managing large-scale government or military facility contracts.
- Strong knowledge of federal service contracting, FAR (Federal Acquisition Regulation), and Army contracting processes.
- Demonstrated ability to manage large workforces with diverse personnel.
- Experience working on military installations or secured government facilities preferred
- Strong leadership, organizational, communication, and problem-solving skills.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and contract management systems.
- Ability to obtain and maintain all Fort Bliss security clearances and access credentials.
- Ability to speak English; bilingual (English/Spanish) preferred.
- Ability to work independently
- Must wear company-provided uniforms and identification badges at all times while on site.
- Possess a valid Texas Class "C" Driver's License.
- Possess a clean driving record and maintain valid vehicle insurance as required for access to military/government facility.

Equipment

- Operates office equipment such as computers, software, calculator, copy machine, scanner, shredder, fax machine, multiline telephone, time keeping system.
- Ability to operate various cleaning equipment such as, shampooers, scrubbers, buffer, etc.

Physical Requirements:

- Stand, walk, use hands to handle or operate objects, tools, or controls.
- Reach, climb, balance, stoop, kneel, crouch or crawl.
- Frequently use arms, legs and back to lift and/or move up to 50 pounds.
- May be exposed to wet and/or humid settings, fumes, smoke and/or airborne particles, toxic or caustic chemicals.
- The noise level in the environment is usually moderate to loud.
- Must have the ability to travel to different maintenance sites and locations.

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Condition of Employment

- Must be a legal US resident
- Pre-employment Drug and Breath Alcohol testing
- Pass a Background check to include a background check to meet military/government facility access requirements
- Clean Driving record, maintain current vehicle inspection and insurance coverage as required for access into military / government facility.
- Must communicate in the English language

Mayor

Date

City Manager

Date



07/19/2025

Human Resources Director

Date

Employee

Date

