



Manhattan Beach
Unified School District

School Operations Team Leader

Department/Division:	Maintenance and Operations
Reports To:	Director of Maintenance and Operations
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	March 23, 2014
Date Approved by Personnel Commission:	March 31, 2014
Date Adopted by Board:	June 4, 2014
Salary Range:	Range 17

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general supervision of a site administrator or an assigned supervisor, performs daytime custodial activities at an assigned school site or other assigned District facility; coordinates daily school cleaning, repair, set-up and security activities with the site administrator, to keep buildings, grounds, and office space clean and orderly. Performs minor maintenance and repair to equipment and systems; performs cleaning, disinfecting of classroom, multi-purpose room, cafeteria, offices, and related facilities; performs grounds and general gardening work; operates small power custodial and grounds equipment, and performs related work as required. Work direction, oversight, and guidance are received from a site administrator. General direction, supervision, and evaluation are provided by an assigned administrator.

DISTINGUISHING CHARACTERISTICS

The School Operations Team Leader is a service level position. In addition to demonstrating the competencies and abilities required of the position, the School Operations Team Leader must work cooperatively and productively with a diverse population of internal and external customers. The School Operations Team Leader provides training, work direction and guidance to assigned Operations Workers. The Schools Operations Team Leader must work closely with the site administrator.

ESSENTIAL DUTIES AND REPSPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Performs all responsible daytime Operation Worker activities at an assigned school or District site; performs the full range of duties of the Operations Worker.
- Plan, assign, monitor and participate in cleaning and custodial functions; inspect assigned site and report condition of facilities; train, assign and review work of assigned staff.

- Fill out requisitions, work orders, time sheets and reports.
- Inspect completed work for accuracy and compliance with instructions and established standards; inspect assigned areas and report safety, sanitation and fire hazards to appropriate authorities.
- Confer with site administrator regarding custodial and maintenance projects and activities at assigned site; assist faculty and staff with custodial and minor maintenance issues.
- Assist outside vendors and maintenance contractors visiting the site.
- Perform assigned emergency and disaster preparedness duties in drill and actual conditions. Reset fire alarms and escort fire marshal.
- Cleans, dusts, and disinfects restrooms including floors, stalls, toilets, urinals, and fixtures. Removes trash and waste. Cleans trash receptacles and replaces liners. Replenishes soap, towel, and toilet paper dispensers. Remove debris from clogged toilets, floor drains, and sinks.
- Cleans public entry and use areas including, but not limited to hallways, stairways, and meeting rooms. Cleans and disinfects drinking fountains, door handles, and door push plates.
- Sweeps and mops hard floors and baseboards, spot cleaning as necessary and wet mopping on a regularly scheduled basis. Vacuums and spot cleans carpeted areas.
- Performs regularly scheduled cleaning of classrooms, laboratory, and office areas including, but not limited to furniture, fixtures, and boards. Changes light bulbs and tubes.
- Clean tables, chairs and floors after breakfast, nutrition, lunch and recess periods as assigned.
- Maintains safe and clean walkway and grounds surrounding the assigned area. Picks up litter and debris. Empties and cleans outdoor trash. Hose down lunch area and gutters.
- Conduct daily safety inspection of playground equipment; maintain equipment and ground under playground equipment as appropriate.
- Rearranges, moves, and sets furniture and equipment in place, according to established instructions and seating arrangements. Participates with others to assemble furniture, removing from and properly disposing of packaging materials.
- Participates in set up and take down of seating and equipment for events, which may include cafeteria, theater, athletic fields, multi-purpose room and/or gymnasium use. Sets up special equipment such as barriers, benches, bleachers, floor mats, and other equipment.
- Participates in major cleaning projects that include, but are not limited to, carpet cleaning and floor stripping and refinishing.
- Assure security of assigned site during assigned hours. Secures internal and external entry and exit doors; inactivate or activate alarms; lock and unlock doors and gates; open and close windows.

- Learn location of utility turn-off valves.
- Paint over graffiti, paint doors and perform touch-up painting.
- Drive electric cart (some positions). Perform daily vehicle inspection.
- Water plants; turn on sprinklers; operate weed-eaters, edgers, blowers, sweepers, and trucks; apply herbicides and pesticides not requiring application certificate.
- Makes sure that secondary containers for cleaning and other products are properly labeled, and that Material Safety Data Sheets (MSDS) for assigned area(s) are up to date.
- Documents work activities and unanticipated occurrences.
- Inspects equipment used on a regular basis for function and required servicing. Makes minor repairs and arranges for complex repairs.
- May deliver mail, parcels, and other materials to and from District sites or within school site.
- Perform related work as assigned.

Positions assigned to Child Development Center (CDC) also:

- Assist in food set up for meals and snacks.
- Wash and fold laundry.

QUALIFICATIONS

Knowledge of:

- Basic principles of leadership and training.
- Basic record keeping techniques.
- Basic knowledge of the proper methods, materials, tools and equipment used in modern custodial care and routine facilities maintenance.
- Basic knowledge of work hazards, safety techniques, lifting procedures, and handling of materials that may include waste and blood borne pathogens.
- Some knowledge of chemical reactions and proper safety precautions for use.
- Basic knowledge of building and plumbing repairs; basic practices of routine groundskeeping work.
- Sufficient reading and writing ability in English to read work instructions and document work activity onto standardized forms.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Requires the ability to perform all essential duties of the position with general supervision at an assigned school site or other District facility.
- Plan, train and provide work direction and guidance to assigned Operations Workers at an assigned school or site.
- Assign and inspect the work of others.

- Properly estimate the quantity of required custodial supplies used in custodial work; produce work orders.
- Work independently and collaboratively with limited supervision; respond to emergencies.
- Use cleaning materials and equipment in a safe and efficient manner.
- Maintain District buildings and adjacent grounds in a clean, orderly and secure condition.
- Observe all safety precautions and procedures, including wearing protective clothing/safety gear in accordance with established standards.
- Conform to uniform code or dress standard.
- Perform routine maintenance tasks and determine when to refer more complex maintenance requirements to a supervisor.
- Operate and maintain tools and equipment in clean working order.
- Operate a vehicle observing legal and defensive driving practices. Drive an electric cart.
- Move and arrange furniture and equipment for meetings and special events.
- Observe and report safety hazards and need for maintenance and repair.
- Perform minor non-technical repairs.
- Use cleaning materials and equipment in a safe and efficient manner.
- Plan and organize work to meet schedules and timelines; maintain accurate records.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions and read MSD sheets.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- May require the ability to perform work assignments on varying shifts.

EDUCATION, TRAINING, AND EXPERIENCE

Educational attainment equivalent to a high school diploma or its recognized equivalent, preferred. Two years experience or any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

Licenses and Automobile Requirements: Possession of a valid California C Driver's license.

Insurance Requirements: Evidence of adequate insurance for a motor vehicle that meets or *exceeds the California legal liability insurance requirement and continues to maintain insurability.*

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate objects, equipment and tools and to reach overhead, above the shoulders and horizontally. The employee must use hands and legs simultaneously. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on a frequent basis, objects which weigh as much as 50 pounds or more, including objects weighing as much as 100 pounds on an occasional basis. The employee is regularly

required to stand for extended periods of time and climb, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, and crouch, climb up and down ladders, stairs, scaffolding and ramps of one or more stories above the ground. The employee is regularly required to hear and speak to exchange information in a proficient manner; distinguish strong odors which may warn of equipment malfunction or danger. The employee must be able to drive a vehicle.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability it adjust focus. The employee must have hand-eye coordination.

MENTAL DEMANDS

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills in English. The employee must be able to write, to read directions, product labels, printed material, instructions and safety information, and to observe environmental conditions; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently, follow a schedule, and schedule duties for assigned staff. The employee must be able to process information quickly and make sound decisions. The employee is occasionally required to deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees regularly work in an indoor environment, including damp or wet areas with poor ventilation, and an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. Employees are regularly subject to exposure to hazardous materials, harsh chemicals/toxic conditions, fumes, and possible exposure to blood borne pathogens; working around and with machinery having moving parts; working at heights; performing physical labor. The noise level is loud.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.

Obtain and maintain in current status required licenses and certificates.