

JOB TITLE: PLANT SUPERVISOR I**BASIC FUNCTION**

Under general supervision, to plan, schedule, coordinate, direct, supervise and participate in the performance of skilled custodial and routine maintenance functions and activities; to advise concerning complex or unusual maintenance situations; to perform general custodial functions in maintaining a middle school or high school in a clean, safe, and secure condition; and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- Plans, organizes, schedules, and supervises the work activities of a custodial work group in cleaning and maintaining large buildings and adjacent ground areas.
- Performs skilled operational functions in the preparation of athletic fields and in the arrangement and setup of athletic facilities.
- May perform stage lighting and curtain movement operations and set arrangements during stage productions. Oversees and participates in the setting up of furniture and equipment for school activities and events.
- Reviews and inspects the work of a custodial personnel to ensure adherence to standards of cleanliness, sanitation, and safety.
- Performs performance evaluation of custodial personnel.
- Maintains operational records and custodial personnel time reports.
- Prepares clear and concise operational summaries as required.
- Requisitions supplies, materials, and equipment to ensure that an appropriate operational inventory is maintained.
- Delivers supplies and equipment to staff.
- Assists in the planning, organization, and conduct of custodial personnel orientation and in-service training programs.
- Assists custodial personnel in resolving unusual problems and situations.
- May perform routine facility and equipment maintenance functions, including minor repair, part replacement, and adjustment tasks.
- Inspects heating, ventilation, and water systems to ensure adherence to operational procedures and guidelines.

JOB REQUIREMENTS - QUALIFICATIONS**Skills, Knowledge and/or Abilities Required:**Skill To:

- Operate the variety of tools and equipment utilized in the performance of duties including various types of related power equipment.
- Organize, instruct and assess the work of assigned personnel.

Knowledge of:

- Methods, procedures, materials, and equipment utilized in cleaning and maintaining a variety of surfaces, equipment, and special purpose activity centers.
- Cleaning and maintenance quality control and personnel motivation techniques and strategies.
- Use, care and disposal of common cleaning materials and supplies.
- Safe working methods and procedures.
- Policies, regulations, and operational guidelines pertaining to the cleaning and maintenance of large school buildings, offices, and facilities.

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Ability to:

- Effectively maintain work schedules and motivate custodial personnel toward the accomplishment of assigned tasks.
- Perform light to moderately heavy manual activities.
- Effectively supervise custodial personnel, evaluate work performance and maintain appropriate work standards.
- Effectively and efficiently assist in the training and orientation of custodial personnel.
- Establish and maintain positive and effective working relationships.
- Work courteously and tactfully with co-workers, public and parents.
- Promotes team building and a positive work environment.
- Adapt easily to work assignments, additional priorities and new procedures.
- Prioritize and identify needs and solve problems independently as appropriate.
- Suggest procedural improvements to superior as appropriate.
- Skillfully handle difficult situations using good judgment.
- Maintain high level of professionalism in keeping the needs of customers a top priority.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationship.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve reaching, bending, stooping, walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, dusty or windy conditions caused by weather may occasionally be experienced as well as exposure to toxic chemicals.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Any combination of experience and training that would provide the required knowledge and skill may be qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Three years of experience in skilled custodial work, including one year of experience in a lead or supervisory capacity.

Education:

Equivalent to the completion of the twelfth grade.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a valid California Motor Vehicle Operator's License.

CONDITION OF EMPLOYMENT

Insurability by the District's liability insurance carrier.

Must receive asbestos awareness training within the first 60 days of employment.

May receive additional ACBM training if they work in areas in which asbestos building materials may be disturbed.

