



Manhattan Beach
Unified School District

Plant Manager—High School

Department/Division:	Maintenance and Operations
Reports To:	Director of Maintenance and Operations
Provides Direction To:	Operations Workers, Operations Crew Leader, Swimming Pool Custodian
FLSA Exemption Status:	Supervisory
Date Prepared:	April 17, 2014
Date Approved by Personnel Commission:	September 2, 2014
Date Adopted by Board:	September 17, 2014
Salary Range:	B-07

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under the direction of the Director of Maintenance and Operations, the Plant Manager—High School, and in coordination with the high school administrator(s), plans, organizes, supervises, coordinates and participates in the custodial and building maintenance activities of an assigned high school site; ensures the proper care, cleaning and maintenance of the assigned facility; inspects buildings and consults with District Maintenance and Operations (M & O) administrators to coordinate and prioritize work projects; trains, supervises and evaluates the performance of assigned personnel. Ensures compliance with applicable laws, codes, ordinances, regulations, policies and procedures.

DISTINGUISHING CHARACTERISTICS

The Plant Manager—High School supervises the larger operation worker crews at the high school. The Plant Manager—High School must demonstrate skills and abilities in light maintenance, prioritizing work assignments, working independently, and communicating effectively with the Operations Crew Leader, the Operations Workers and the Swimming Pool Custodian. The incumbent must demonstrate the ability to lead larger crews and lead major cleaning projects.

ESSENTIAL DUTIES AND REPSONSIBILITIES

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.

- Plans, prioritizes, and carries out the day-to-day custodial services at a high school. Coordinates, assigns, participates in, and inspects the work of the Operations Crew Leader,

assigned Operations Workers, and Swimming Pool Custodian, and provides communications to the daytime staff or maintenance on matters needing attention.

- Ensures the proper and efficient maintenance and repair of District buildings and facilities; oversees work in progress and ensures proper completion of work orders and contracts.
- Coordinates with the Operations Crew Leader in the orientation and training of Operations Workers and Swimming Pool Custodian in work methods, best and safe practices, and emergency procedures.
- Consults with and assists District custodial, maintenance, grounds personnel, administrators and outside agencies, including individuals and groups, to coordinate, prioritize and schedule work projects, student activities, events and athletics.
- Supervises, assigns, directs, and may participate in setting up school facilities for special events, activities and programs such as, but not limited to, athletic events, dances, meetings, and community events.
- Understands and assists in the layout and preparation of the athletic fields for activities and events; knows how to operate the athletic scoreboard.
- Conducts inspections of buildings and grounds to ensure security, safety, sanitation and fire prevention safeguards; reports violations, vandalism, theft and fire and contacts proper authority for assistance; reports on incomplete work or maintenance needs.
- Assists fire and other inspectors in conducting their inspections.
- Supervises the unlocking and locking of buildings and gates.
- Supervises the cleaning maintenance operations for the swimming pool and understands the operation of all related swimming pool equipment.
- Trains, supervises and evaluates the performance of assigned staff; prepares performance appraisal reports and recommends disciplinary or other action as necessary.
- Develops and prepares work schedules; reviews, prioritizes and coordinates duties and assignments to ensure effective work flow and facility operations.
- Determines needed equipment, materials and supplies for maintenance operations; requisitions a variety of supplies, maintenance tools and equipment; assures proper receipt of ordered materials.
- Prepares and maintains records, logs and reports related to daily operations, inspections, inventory, work orders, time reports, vandalism, safety materials and assigned activities.
- Communicates with Director of Maintenance and Operations regarding issues that arise regarding staff or the operation of the Department of Maintenance and Operations.

- Assumes responsibility for the total operations of District-wide custodial operations and activities in the absence of the Director of Maintenance and Operations.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- In-depth knowledge of methods, materials, tools, and equipment used in custodial, grounds keeping, all athletic venues, and general maintenance work
- Considerable skill in using the full range of equipment used in custodial work
- Applicable state, county and city laws, codes and regulations related to fire, health, safety and maintenance operations, including custodial and grounds maintenance, to ensure that buildings and facilities are maintained in a safe, clean and orderly condition
- Knowledge of and skill at using a computer, iPad, and assigned software
- Basic math skills
- Effective supervisory techniques including work assignment and delegation, performance evaluation, training and motivation
- Detailed record-keeping and report preparation techniques
- Oral and written communication skills in English
- Interpersonal skills using tact, patience and courtesy, including human relations skills to supervise others and resolve issues

Ability to:

- Perform all essential duties of the position
- Work independently with little direction
- Schedule, assign and provide input regarding the work of the Operations Workers, the Operations Crew Leader, and the Swimming Pool Custodian
- Plan, organize, schedule, assign and review building, custodial and grounds maintenance work and projects
- Train, supervise and evaluate personnel in a timely manner
- Inspect buildings and facilities to identify maintenance, repair and safety needs
- Operate and maintain hand and power tools and equipment
- Drive an electric cart, District and/or personal vehicle
- Observe safe work practices
- Prioritize, plan, and coordinate work to meet deadlines
- Read, interpret, apply and communicate policies, procedures, laws, codes and regulations
- Communicate effectively both orally and in writing in English
- Prepare a variety of detailed records and reports related to assigned activities
- Maintain accurate records
- Establish and maintain cooperative and effective working relationships with others
- Understand and follow oral and written directions in English

EDUCATION, TRAINING, AND EXPERIENCE

Educational attainment equivalent to a high school diploma or its recognized equivalent, required; supplementary supervisory training courses and/or custodial training courses, preferred.

Three years experience in custodial work, two years of which shall have been in supervisory or lead capacity, preferably in a school district.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

A valid California Driver's license and proof of insurance.

Personal vehicle to move to and from other work locations as assigned and as needed.

The employee must be available for on-call, stand-by, and emergency call services.

Valid First Aid and CPR certificates issued by an authorized agency.

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 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 up to 100 pounds or more 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, 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 swim. 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 to 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; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills; use basic mathematical skills and mathematical reasoning. The employee must be able to work independently, follow a schedule, and assign regular schedules, including temporary schedule changes, to assigned staff. The employee must be able to process information quickly and make

sound decisions. The employee occasionally may 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 occasionally loud. Employees must drive a vehicle to conduct work.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.

The employee may work variable hours and is subject to call-out given emergency conditions.