



William S. Hart Union High School District  
Personnel Commission - Classified Employment  
*PROMOTIONAL ONLY EXAM ANNOUNCEMENT*  
Plant Manager I

Released: December 17, 2018

**THE POSITION:**

**Plant Manager I** is a 12 months per year, 8 hours per day position serving a junior high school. Classified Salary Range 210: \$3,578 to \$4,171 monthly.

<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
\$3,578	\$3,726	\$3,873	\$4,023	\$4,171

*Current employees maintain longevity compensation; salary may be higher than what is noted above.*

Applications are being accepted from Promotional applicants (permanent employees of William S. Hart Union High School District) to establish an eligibility list, which will be used to fill any Plant Manager I vacancies that may arise while the eligibility list is in effect.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent and three years of experience as a custodian, including two years in the District and six months in a lead capacity. Completion of current supervisory or leadership training or courses may be substituted for the six months of lead capacity experience. Please refer to Pages 2 through 3 for complete job description.

**APPLICATION DEADLINE:**                    **Friday, January 18, 2019, 4:00 p.m.**

**EXAM PROCESS:**

**Phase I (Written Exam):** Applicants meeting the minimum qualifications will be invited to a written exam, tentatively scheduled on **February 5, 2019**. *Invitations to the written exam will be emailed by January 24, 2019.*

**Phase II (Qualifications Appraisal Interview and Performance Exercise):** The 15 applicants with the highest, passing written exam scores will proceed to Phase II, a Qualifications Appraisal Interview (QAI) and performance exercise, tentatively scheduled on or after February 20, 2019.

**Exam Weights:** Phase I (Written Exam) – 40%; Phase II (QAI/Performance Exercise) – 60%

**APPLICATION INSTRUCTIONS:** All applicants must apply online at [www.applitrack.com/hartdistrict/onlineapp](http://www.applitrack.com/hartdistrict/onlineapp) by **January 18, 2019, 4:00 p.m.** **A resume may be uploaded to the online application but will not be accepted in lieu of a thoroughly completed online application.** From the home page, go to the “External Applicants” section and select “Start an application for employment.” All applicants, including District employees, must use the External application. If you have previously submitted an online application, select “Log-in” to access your saved application. Follow the steps as directed. On the “Vacancy Desired” section, select **Job ID #1849 (Plant Manager I)**. Applications submitted without a Job ID# will not be routed appropriately and will not be accepted. A confirmation email will be sent upon receipt of the application. **All correspondence (i.e., exam invitations, exam results) will be handled via email from [mailbot@applitrack.com](mailto:mailbot@applitrack.com).** **Please update your email account to allow email from this sender.**

**NOTIFICATION OF STATUS:** Online applications will be screened to determine if the minimum qualifications are met. All applicants will be notified of his/her qualification status via email by **January 24, 2019**. **If you do not receive an email by this date after checking your junk/spam folder, please promptly contact Tina Cermeno at 661-259-0033, ext 410.**

**ALL APPLICANTS:**

A qualifying score must be achieved on all portions of the examination(s) in order to be placed on an eligibility list. The 15 applicants with the highest, passing Phase I scores will proceed to Phase II. Ranking on a list is determined by scores attained plus any applicable seniority points. Candidates in the top three ranks of the eligibility list shall be certified to the hiring manager. Merit Rule section 2.14.C, Review and Appeals of Examination states, “if a candidate wishes to protest any part of the examination, the protest must be submitted in writing to the Classified Personnel Director during the five (5) day review period”. The review period is the days following notification of your test results. Please review this section in the rules for additional details. If you have any questions, please contact the Personnel Commission Office at (661) 259-0033, ext. 410.

*The William S. Hart Union High School District Personnel Commission is committed to equal employment opportunity for all individuals. District employment shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, sexual orientation, marital or parental status, physical or mental disability, section 504 disability or any other unlawful consideration. Reasonable accommodation in the testing process will be provided to all applicants with disabilities. Persons needing reasonable accommodation, please notify the Personnel Commission Office at 661-259-0033, ext. 410 at least 48 hours prior to the exam.*

Position: Plant Manager I	
Job Family: Maintenance and Operations	FLSA: Non-exempt
Approved by: Personnel Commission, December 9, 2009	Salary Range: 210

**Summary**

Under the direction of the principal or assigned administrator, oversees and participates in custodial/grounds services and light maintenance work at a junior high school or similarly complex facility, or for support to a cluster of schools. Ensures safe school environment, assigns custodians/groundskeepers, and inspects work for quality. Under direction of an assigned administrator, plans, organizes, guides, and oversees the work of custodial and grounds personnel.

**Distinguishing Career Features**

A Plant Manager I generally has responsibility at a junior high school. Advancement to Plant Manager I requires 2 years of experience as a Custodian in the District and demonstrated skills and abilities in light maintenance, prioritizing work assignments, working independently, and communicating effectively with Custodians and Groundskeepers. To be advanced to Plant Manager II, incumbents must demonstrate the ability to lead larger crews and can lead major cleaning such as carpeting, and stripping and refinishing of floors.

<b>Position</b>	<b>Assignment</b>	<b>Leadership Scope</b>	<b>Other Factors</b>
Plant Manager II	Plant Manager for a high school, and major cleaning and refinishing projects.	Substantial coordinating for custodial/grounds crews. Organizes and assigns work.	Facilities that have special cleaning and appearance needs.
Plant Manager I	Plant Manager for a junior high school or roving team leader for a cluster of schools.	Organizes and coordinates the work at one or more site(s) involving a smaller crew of custodians/groundskeepers.	

**Essential Duties and Responsibilities**

- Plans, prioritizes, and carries out the custodial services at a junior high school or equivalent site. Coordinates, assigns, participates in, and inspects the work of assigned Custodians/Groundskeepers, and provides communications to the daytime staff or maintenance on matters needing attention.
- Performs Custodian duties and provides or coordinates orientation and training of Custodians in work methods, best and safe practices.
- Oversees and participates in major cleaning projects that include carpets, wood floors requiring stripping and refinishing, walls, and windows. Initiates orders for equipment and supplies in connection with projects.
- Reviews daily and weekly site schedules and rearranges routines for custodial/grounds services. Maintains records of work activity. May review custodians' and groundskeepers' time cards for accuracy.
- Reviews work order requests and organizes repairs to optimize use of staff and respond to highest priority needs. Follows up on major maintenance work requests. Ensures the cleanliness, and proper appearance of facilities including sport areas and auditoriums.
- Confers with school administrators, community groups, outside organizations, or facilities personnel regarding custodial and maintenance needs of assigned building, grounds, and facilities.
- Unlocks and locks doors and gates. Inspects buildings and grounds for damage, security, and safety hazards.
- Initiates orders for, and receives, stores, and issues, custodial supplies, materials, and equipment.

- Oversees and participates in cleaning and setup of rooms, furniture, and equipment arrangement for school activities and special events.
- Oversees and sets up rooms and facilities for a variety of day and evening activities.
- Inspects custodial and/or groundskeeping work by conducting walk-through reviews. Documents daily work activity such as attendance of Custodians/Groundskeepers, work performed, problems encountered, and supplies consumed.
- Initiates ordering of supplies and other purchased items. Receives, verifies, loads unloads, and stores inventory and supplies. May assemble furniture and other fixtures. Verifies shipments and orders received.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **Knowledge and Skills**

- Working knowledge of methods, materials, tools and equipment utilized in custodial and general maintenance.
- Skill in using the full range of equipment used in custodial work.
- Basic understanding of the operating characteristics of heating and air conditioning equipment and programming functions.
- Basic knowledge of work hazards, safety techniques, lifting procedures, and handling of materials that may include waste and bloodborne pathogens.
- Knowledge of leadership practices.
- Sufficient English language writing skill to document work activity.
- Basic computer skills.
- Sufficient human relations skill to influence the productivity of a small team and work cooperatively with site personnel and the public.

### **Abilities**

- Requires the ability to perform all of the essential duties of the position.
- Schedule, assign and provide input regarding the work of Custodians and Groundskeepers.
- Demonstrate custodial equipment and methods to Custodians.
- Plan, prioritize, and assign work in order to meet schedules and timelines.
- Write and maintain routine records, reports and correspondence.
- Ability to work varying schedules.

### **Physical Abilities**

- Function effectively indoors and outdoors engaging in work of primarily an active nature.
- Near visual acuity to write, to read directions and product labels, and to observe environmental conditions.
- Sufficient hearing and speech for ordinary communication, to hear sound prompts from equipment, and to determine if equipment is functioning properly.
- Manual and finger dexterity to write and to clean and make minor repairs.
- Lift (from overhead, waist and floor levels, max. 50 lbs.), carry (max. 75 lbs.), push, pull, bend, squat, reach (from low, level, and overhead), and twist and turn head and trunk to clean and to remove trash, move furniture and equipment.
- Stand and walk for extended periods of time.

### **Education and Experience**

High School diploma or equivalent and three years of experience as a Custodian, including two years in the District and six months in a lead capacity. Completion of current supervisory or leadership training or courses may be substituted for the six months of lead capacity experience.

### **Licenses and Certificates**

Requires a valid Driver's License.

### **Working Conditions**

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and handling of materials that include waste and bloodborne pathogens.