



Manhattan Beach  
Unified School District

## Operations Crew 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 25, 2014
Date Approved by Personnel Commission:	March 31, 2014
Date Adopted by Board:	June 4, 2014
Salary Range:	Range 23

### MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

#### **DEFINITION**

Under general supervision of a site administrator or assigned supervisor(s), performs evening custodial activities and light maintenance on the high school campus. Serves as a senior or lead during evening or night shifts and for special projects to lead, guide, train, monitor and motivate Operations Workers assigned to other school sites or other District facilities during an assigned shift; ensures that buildings, grounds, and office spaces are clean and orderly; performs custodial, storekeeping, and light grounds and building maintenance tasks in the service of a school or District site; performs related work as required. Work direction, oversight, and guidance are received from a site administrator or Plant Manager. General direction, supervision, and evaluation are provided by an assigned Maintenance and Operations administrator.

#### **DISTINGUISHING CHARACTERISTICS**

The Operations Crew Leader is generally assigned to evening work shifts where the incumbent guides and inspects the work of others. The Operations Crew Leader must have a high school diploma or equivalent and a minimum of two years experience performing custodial or related work. The Operations Crew Leader provides work direction and guidance to Operations Workers and must demonstrate the ability to work independently and as a team member. In addition to demonstrating the competencies and abilities required of the position, the Operations Crew Leader must work cooperatively and productively with a diverse population of internal and external customers. The Operations Crew Leader must work closely with the site administrator.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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 the full range of duties of the School Operations Team Leader or Operations Worker.
- Assigns, trains, instructs and monitors the work of Operations Workers on an assigned shift.

- Visits school sites to monitor the work of the Operations Workers to ensure proper maintenance and cleanliness.
- Communicates on a daily basis with Operations Workers to plan and schedule work, problem solve, and improve services.
- Plans, assigns, monitors, guides and participates in cleaning and custodial functions; inspects assigned sites and provides a written report on the condition of facilities.
- Fills out requisitions, work orders requests for operations services, and reports for school and/or District facilities; checks time sheets of Operations Workers; documents work activities and unanticipated occurrences.
- Orders supplies and replacement components as needed.
- Inspects assigned areas and report safety, sanitation and fire hazards to appropriate administrator.
- Confers with site administrator regarding custodial and maintenance projects and activities at assigned site.
- 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, science labs, and office areas including, but not limited to furniture, fixtures, and boards. Changes light bulbs and tubes.
- Maintains safe and clean walkway and grounds surrounding the assigned area. Picks up litter and debris. Empties and cleans outdoor trash.
- Assists with recycling and “green” incentive programs.
- Rearranges, moves, and sets furniture and equipment in place, according to established instructions and seating arrangements.
- 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.
- Coordinates, leads and participates in major cleaning projects that include, but are not limited to, carpet cleaning, floor stripping and refinishing.

- Assures security of assigned site during assigned hours. Secures internal and external entry and exit doors; locks and unlocks doors and gates; opens and closes windows.
- Learns location of utility turn-off valves.
- Drives electric cart; performs daily preventive and safety inspection and operates District vehicles to and from school sites observing defensive driving practices; washes and fuels vehicles.
- Makes sure that secondary containers for cleaning and other products are properly labeled.
- Checks schedule on a daily basis for special events and set ups.
- 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.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of leadership and training.
- Basic record keeping techniques.
- Basic computer skills.
- Human relations skills to lead Operations Workers.
- 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.
- Sufficient reading and writing ability in English to read work and safety 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.
- Assign, inspect, provide work direction, guidance and correction to Operations Workers 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 appropriate maintenance personnel.

- 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.
- Plan and organize work to meet schedules and timelines on a daily basis; maintain accurate records.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions and read MSDS sheets.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Work closely with site administrator.
- 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 of prior custodial 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, current California C Driver's license at all times.

### **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 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 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.

### **OTHER CONDITIONS OF CONTINUED EMPLOYMENT**

Participate in employer mandated training and re-training programs.