

SCHOOL PLANT SUPERVISOR - SMALL SCHOOL/AUXILIARY SITES

OVERALL JOB PURPOSE STATEMENT

Under the direction of a school Principal and the Custodial Supervisors, the job of School Plant Supervisor—Small School/Auxiliary Sites is done for the purposes of maintaining an assigned school plant, group of buildings, office space and grounds in a clean, orderly and secure manner and for providing work direction and guidance in a lead capacity to assigned custodians.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Custodian Series is responsible for providing a clean, safe and healthy school plant. The School Plant Supervisor is distinguished from other custodian positions by their responsibility for organizing, coordinating and supervising the work of all custodians and related positions at a school site. The School Plant Supervisor—Small School/Auxiliary Sites class assignment is distinguished from the higher level classification of School Plant Supervisor – High School for reasons such as: a smaller plant size, less student enrollment and fewer custodians. It is comparable to the School Plant Supervisor – Middle School.

ESSENTIAL FUNCTIONS

- Assigns/coordinates crew tasks and workload with crew teams for the purpose of maximizing efficiency of the crew, meeting shift requirements and completing tasks on time.
- Performs duties of other custodial staff as may be required in cleaning school and other facilities (e.g. classrooms, offices, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment for staff, teachers, students, public.
- Arranges equipment and furnishings for the purpose of providing adequate arrangements for meetings, classroom activities and events.
- Replenishes classroom, office and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of maintaining adequate quantities for daily use.
- Sets-up and tears down furniture, bleachers, stages for the purpose of accommodating meetings and school events.
- Performs minor maintenance (change vacuum cleaner belts, bags, etc.) on school district equipment/furniture for the purpose of ensuring proper functioning and usability of items.
- Reports damages, unsafe conditions and items needing repair for the purpose of preventing accidents, keeping the campus safe, and in a properly functioning condition conducive to the educational process.
- Secures alarms, windows, doors, gates and specified campus/building areas for the purpose of providing campus/building security after school/work hours.

CLASSIFIED

- Unloads/distributes warehouse materials and other delivered items (e.g. books, equipment or supplies, etc.) for the purpose of storing, routing and placing needed items and supplies in designated locations.
- Oversees assigned school/department(s) custodial activities for the purpose of ensuring completion of work efficiently and in a timely manner in accordance with established standards and practices.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND ABILITIES

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: handling hazardous materials; operating equipment used in industrial cleaning; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: proper cleaning methods, materials, tools and equipment used in custodial and routine maintenance work, including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures; cleaning materials, disinfectants and equipment used in custodial work; safety practices and work methods; record keeping techniques; and methods of organizing, scheduling and prioritizing work loads.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: evaluating the effectiveness of various supplies and equipment; utilizing cleaning materials, equipment and methods according to predetermined standards and in a safe and efficient manner; understanding and following oral and written directions, including Material Safety Data Sheets (MSDS) and procedures to protect against blood borne pathogens; establishing and maintaining effective working relationships with others; meeting schedules and time lines; planning and organizing work; working independently with little direction; communicating effectively with others; and training and providing work direction to assigned staff.

RESPONSIBILITY

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 10% sitting, 70% walking and 20% standing. The job is performed under some temperature extremes, some hazardous conditions, and in varying atmospheric conditions. This assignment requires the ability to travel to and from various work locations on a regular basis to perform assigned duties.

EXPERIENCE

A minimum of two years of increasingly responsible custodial experience in a school or related environment, and one year in a lead capacity in a related field is required.

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

Pre-employment Proficiency Test

LICENSING AND CERTIFICATION REQUIREMENTS

Valid California Class C driver's license and a record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position. The record must be submitted at the time of application. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice program. The district will receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.

CONTINUING EDUCATION/TRAINING

None Specified

CLEARANCES

Criminal Justice Fingerprint/Background Clearance; TB Clearance