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SCHOOL PLANT SUPERVISOR - HIGH SCHOOL

OVERALL JOB PURPOSE STATEMENT:

Under the direction of a school principal, the job of School Plant Supervisor—High School is done for the purposes of organizing, supervising, training and participating in the custodial activities performed for maintaining a sanitary, safe, clean and attractive school plant and immediately adjacent grounds; establishing a record of events and contributing to conditions conducive to the educational process.

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 custodian and related positions at a school site. The School Plant Supervisor—High School class is assigned to the senior high school sites where the complexity of duties increases due to more varied class and program schedules and a more complex plant. School Plant Supervisor—Middle School positions are assigned to middle school sites.

ESSENTIAL FUNCTIONS

- Directs custodial personnel for the purpose of ensuring a clean and safe facility for students and staff.
- Confers with school administrators, parents, teachers and representatives of outside organizations for the purpose of planning and meeting their custodial, furniture arrangement and equipment needs in a timely manner.
- Performs duties of other custodial staff as may be required in cleaning school 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.
- Requisitions equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Plans, assigns, delegates and/or modifies work assignments, crew tasks, peak cleaning projects, event setups and crew teams for the purpose of maximizing efficiency of the work force, meeting shift requirements and completing tasks on time.
- Unloads/distributes warehouse materials and other delivered items such as books, equipment, mail, parcels or supplies for the purpose of storing, routing and placing needed items and supplies in designated locations.
- Repairs minor damage to furniture and equipment (e.g. belts on vacuum cleaners, replace/rebuild vacuum components, etc.) for the purpose of ensuring that items are available and in safe working condition.

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- Inspects buildings, grounds and equipment for the purpose of determining and documenting maintenance, safety and cleaning needs.
- Reports/documents vandalism, damages, accidents, unsafe conditions, needed repairs, work and overtime for the purpose of preventing accidents, maintaining security, establishing a record of events and contributing to conditions conducive to the educational process.
- Communicates issues about safety and/or proper maintenance of facilities to supervisor, students, site staff and others for the purpose of providing information, obtaining repairs, ensuring safety and/or scheduling special cleaning.
- Oversees school site custodial activities for the purpose of ensuring completion of work efficiently and in a timely manner in accordance with established standards and practices.
- Collaborates with administrative personnel for the purpose of providing input for employee evaluations.
- 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; utilizing pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; 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 variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily

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perform the functions of the job include: planing and scheduling the custodial program; 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.

EXPERIENCE

At least 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; Forklift Certification

CERTIFICATES

Valid California Class C driver's license

CONTINUING EDUCATION/TRAINING

Classified Employee Development Academy

CLEARANCES

Criminal Justice Fingerprint/Background Clearance; TB Clearance