

SCHOOL PLANT SUPERVISOR

DEFINITION

Under general direction plans, assigns, and supervises the work of custodial, grounds, and maintenance personnel assigned to a large high school plant; trains personnel; makes skilled repairs personally; and performs related work as required.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license.

CLASS CHARACTERISTICS

Positions in this class have primary responsibility for planning and directing the day-to-day maintenance of a high school plant, which includes custodial, grounds keeping and general maintenance activities. Persons chosen for positions in this class will be selected based on their capacity to plan, organize, and supervise the work of others. Experience in each of the areas supervised is not a pre-employment requirement of the job, but incumbents are expected to become well versed in each of the areas.

EXAMPLES OF DUTIES

Assigns, coordinates, supervises, and participates as necessary in the custodial, grounds keeping, and general maintenance work performed by personnel permanently assigned to a high school plant. *E*

Schedules daily work, handling conflicting priorities. *E*

Inspects school buildings and grounds to insure proper safety, repair, and cleanliness standards are maintained. *E*

Confers with supervisor regarding operations and maintenance problems of school buildings, facilities, and grounds. *E*

Assists in hiring; trains and instructs assigned personnel in the performance of their duties; inspects work of subordinates to see that it is performed effectively; recommends promotion, salary advancement, and disciplinary actions. *E*

Performs unskilled, semi-skilled, and skilled building and equipment repair work. *E*

Confers with District Maintenance Department and requests District skilled maintenance workers, when necessary, to perform larger or more specialized repairs. *E*

Confers with vendors and outside contractors assigned to perform work at the school plant. *E*

EXAMPLES OF DUTIES (cont.)

Supervises and assists in moving and arranging furniture and equipment and setting up buildings and rooms for meetings or special events. *E*

Supervises and participates in the thorough cleaning and restoration of school plant during school vacations. *E*

Plans and carries out a preventive maintenance program for the school buildings and grounds. *E*

Coordinates use of school facilities with teachers and citizen groups. *E*

Requisitions needed materials, supplies, and equipment. *E*

Maintains a variety of operational and personnel records. *E*

Prepares written reports. *E*

Make periodic written evaluations of subordinate personnel. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Methods, materials, and equipment used in custodial, groundskeeping, and general maintenance work;
2. Requirements for maintaining school buildings, facilities, and grounds in a safe, clean, and orderly condition;
3. Basic landscaping including the use of herbicides and insecticides;
4. Terminology, tools and methods of the custodial, grounds, and basic craft skills;
5. Basic math;
6. General principles of supervision and training; and
7. Appropriate safety precautions and procedures.

Ability to:

1. Perform a variety of custodial, groundskeeping, and maintenance work;
2. Estimate time, costs, and materials required for a wide variety of continuing and special projects;
3. Train and instruct assigned personnel in all phases of work;
4. Maintain accurate records including school maintenance budget;
5. Finish cement;
6. Schedule, assign, and supervise the work of others;
7. Operate a vehicle observing legal and defensive driving practices;
8. Understand and carry out oral and written instructions;
9. Establish and maintain effective relationships with those contacted in the course of work; and
10. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Recent responsible experience in custodial, grounds maintenance, or building and equipment maintenance work, or some combination of the three, including some experience in supervision of one of these areas.

WORKING CONDITIONS

Environment:

Indoor and outdoor environment; subject to driving a vehicle to conduct work; working evening or variable hours; and noise from equipment operation.

Physical Activities:

Lifting, carrying and/or pushing objects weighing up to 50 pounds; climbing ladders; standing and walking for extended periods of time; bending at the waist; working at heights; hearing and speaking to exchange information; dexterity of hands and fingers to operate hand and power tools and equipment; and seeing to observe needed repairs and safety issues.

Hazards:

Working around and with machinery having moving parts; working with pesticides, herbicides, dust, dirt, and pollen.

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