

PLANT OPERATIONS SUPERVISOR

Purpose Statement

Under the direction of an assigned administrator, plan, supervise and participate in the maintenance and custodial activities at an assigned school site; maintain campus buildings and adjacent grounds areas in a clean, orderly and secure condition; train, schedule and evaluate assigned personnel.

Essential Functions

- Plan, supervise and participate in the maintenance and custodial activities at an assigned school site; confer with administrators, teachers and other departments regarding custodial and maintenance needs of school buildings, grounds and facilities.
- Train, supervise and evaluate assigned personnel; prepare cleaning and maintenance schedules; inspect completed work for accuracy and compliance with instructions and established standards.
- Direct and participate in the cleaning of classrooms, cafeterias, lounges, offices, facilities and adjacent grounds; empty waste receptacles; spot mop spills; remove gum and graffiti as needed.
- Oversee and participate in the sweeping, scrubbing, mopping, stripping, waxing and polishing of floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets.
- Coordinate and participate in the cleaning and disinfecting of drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and windows; unclog drains and toilets.
- Oversee and perform various custodial activities including replacing light bulbs, tubes and windows, cleaning chalkboards and erasers and emptying pencil sharpeners; clean tables, chairs and floors after breakfast, lunch and recess periods as assigned.
- Pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; sweep concrete surfaces adjacent to school building.
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; set alarms as appropriate.
- Operate custodial equipment such as vacuums, mops, strippers, steam cleaners, small hand and power tools, buffer/scrubber machines and other equipment as assigned; drive a vehicle to conduct work as assigned by position.
- Coordinate and participate in the set-up and assembly of chairs, tables and other furniture and equipment for special events and activities; prepare classrooms and multi-purpose rooms for special events or meetings.

- Perform and direct a variety of general maintenance and repairs on buildings, equipment and furniture; perform minor plumbing and electrical repairs; organize response to emergency custodial requests as needed; prepare work orders as directed.
- Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Prepare and maintain a variety of records and reports related to safety, maintenance, personnel, supplies, vandalism and assigned activities.
- Monitor inventory levels of custodial supplies and equipment; initiate purchase requisitions for supplies and equipment; receive incoming shipments of supplies and equipment; distribute classroom and office supplies as needed.
- Oversee the removal of hazardous materials as directed.
- Attend and participate in assigned meetings.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE OF: Proper methods, techniques, materials, tools and equipment used in modern custodial and maintenance work. Modern cleaning methods including methods of cleaning floors, blackboards, carpets, furniture, walls and fixtures. Requirements of maintaining school buildings in a safe, clean and orderly condition. Principles and practices of supervision and training. Appropriate safety precautions and procedures. Proper lifting techniques. Record-keeping and report preparation techniques. Inventory methods and practices. Proper methods of storing equipment, materials and supplies. Oral and written communication skills. Interpersonal skills using tact, patience and courtesy.

ABILITY TO: Plan, supervise and participate in the maintenance and custodial activities at an assigned school site. Maintain campus buildings and adjacent grounds areas in a clean, orderly and secure condition. Train, schedule and evaluate assigned personnel. Estimate and order required custodial supplies and equipment. Confer with site administrators and supervisor regarding custodial needs, schedules and concerns. Maintain records and prepare reports. Maintain tools and equipment in clean working order. Move and arrange furniture and equipment for meetings and special events. Operate a variety of custodial and maintenance equipment. Assign and review the work of others. Plan and organize work. Meet schedules and time lines. Perform and direct a variety of general maintenance and repairs. Observe and report safety hazards and need for maintenance and repair. Observe health and safety regulations. Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others.

Education And Experience

Any combination equivalent to: graduation from high school and three years experience performing custodial and maintenance duties.

Working Environment

Indoor and outdoor work environment.
Regular exposure to fumes, dust and odors.
Driving a vehicle to conduct work as required by position.

Physical Demands

Dexterity of hands and fingers to operate a variety of custodial equipment.
Walking or standing for extended periods of time.
Seeing to perform custodial duties.
Carrying, lifting, pushing or pulling moderately heavy objects as assigned by position.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders and working from heights to replace light bulbs.

Hazards

Exposure to cleaning agents and chemicals.
Working on ladders.

Required Testing

None Specified

Certificates & Licenses

Valid California Driver’s License/Evidence of Insurability. May require Class C driver’s license in this position class.

Continuing Educ./Training

None Specified

Clearances

Pre-employment Medical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410.

Supervisory Job Description

Adopted by BOT 11/20/14

Salary Range 2