



Sequoia Union High School District

Job Description

JOB TITLE:	Plant Manager
REPORTS TO:	Principal
CLASSIFICATION:	Classified
SALARY SCHEDULE:	20.0
WORK - YEAR / HOURS:	12 months / 7.5 hours
LOCATION:	Various
BOARD APPROVAL:	9/4/02

DEFINITION

Under direction, to oversee and participate in daily physical plant maintenance and operations for an assigned school site; to supervise assigned custodial and operations staff; to coordinate site operations and maintenance needs with vice principals or other site managers and the maintenance department; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a first full supervisory level of classification, assigning, directing and reviewing the work of Custodians and School Operations and Maintenance Workers cleaning site buildings, performing limited routine repairs and maintenance, operating and maintaining pools and boilers, and locking, securing and operating alarm systems. This classification also participates in the custodial, repair, and pool and boiler operations and maintenance work at the site. This classification is distinguished from the next lower level of Lead Custodian, which does not have full supervisory responsibility, and which provides direction only to custodial staff.

EXAMPLES OF DUTIES

- Plans, organizes, assigns and directs the work of site custodial and operations staff;
- Prioritizes and assigns custodial work, pool operations and maintenance, boiler operations and routine maintenance, furniture set-up for school events, and opening/closing of school sites including locking of windows and doors, activating and deactivating alarms, and securing parking lots;
- Trains employees in work procedures, standards and safety practice, and reviews work in progress or upon completion for compliance with standards;

- Prepares employee performance appraisals, counsels employees on work issues, prepares documentation and recommends discipline and/or improvement plans for deficiencies; participates in interviewing and selection of employees;
- Evaluates and establishes cleaning routes for custodial positions;
- Inspects site buildings, grounds and equipment daily to identify cleaning, maintenance, vandalism repair and graffiti removal needs; coordinates with site supervisor (e.g. Vice Principal) and District maintenance department to report needs for skilled maintenance, establish priorities, and coordinate operations and routine maintenance work;
- Responds to emergency/off-hours calls to identify and coordinate appropriate courses of action;
- Monitors levels of and orders custodial supplies, restroom supplies, and related operations supplies;
- Performs custodial duties, boiler and heating inspection and maintenance, pool maintenance and chemical testing and balancing, room set up for special events, and simple repairs such as changing lights, repairing or replacing dispensers, and clearing clogged drains;
- Prepares and maintains a variety of records related to site custodial, operations and maintenance activities.

QUALIFICATIONS

Knowledge of:

- Basic supervisory practices including assigning and reviewing work and giving feedback to employees on performance.
- Methods, materials, tools and equipment involved in custodial work, pool maintenance and operations, operations and routine maintenance of boilers, and semi-skilled repairs.
- Safety and safe working practices for custodial, pool, boiler and simple repair work.

Skill in:

- Planning, organizing, assigning, directing and reviewing work.
- Training, instructing, appraising and counseling employees.
- Evaluating and developing procedures, standards and methods for custodial work.
- Written and oral English sufficient to read and understand labels, write work orders, give oral and written instructions and make reports.
- Exercising independent judgments and decision-making.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to graduation from high school and two years of increasingly responsible custodial or routine maintenance work, including one year of lead or supervisory experience

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision sufficient to read pool chemical tables, inspect site equipment and facilities, and prepare and maintain records.
- Speech and hearing sufficient to receive and relay information and instructions.
- Manual dexterity to operate tools and equipment.
- Physical strength and mobility to lift chemical bags and equipment weighing up to 50 lbs, and perform physical labor throughout the day.
- Lifting, pushing and pulling equipment weighing up to 75 pounds (floor buffer).
- Walking, standing, stooping, kneeling, reaching and climbing stairs.
- Working in controlled exposure to pool and janitorial chemicals, equipment lubricants, bacteria, and bodily fluids.

OTHER REQUIREMENTS

May be required to be available for off-hours calls to respond to emergencies; may be required to possess a valid California driver's license and have a satisfactory driving record.