

## LOS ALAMITOS UNIFIED SCHOOL DISTRICT

### CLASS TITLE: HIGH SCHOOL PLANT SUPERVISOR

#### BASIC FUNCTION:

Under the direction of a High School Administrator, Maintenance Supervisor, or Director of Maintenance, organize, supervise, and support the maintenance, cleaning, and grounds work of an assigned high school.

#### DISTINGUISHING CHARACTERISTICS:

High School Plant Supervisor is a supervisor who must have sufficient skills and knowledge to be able to supervise, evaluate, and support custodial, maintenance, and grounds staff.

#### REPRESENTATIVE DUTIES:

1. Ensure that the high school is clean and safe for students.
2. Inspect buildings, grounds, and equipment to determine maintenance, safety, and cleaning needs.
3. Confer with administrators and teachers regarding custodial, maintenance, and grounds-keeping activities.
4. Schedule and assign duties to day and night crews; organize work to be completed; inspect completed work; issue orders for special night work; establish and enforce priorities.
5. Recommend selection and evaluate performance of employees.
6. Receive work requests for services and general maintenance work; organize, supervise, and support work requested.
7. Coordinate work of custodial and grounds personnel with the school calendar to assure that special and regular activities are covered by maintenance personnel.
8. Train employees in proper methods of building and grounds maintenance; use of tools; use and types of chemicals for disinfectants; types and care of shrubs, trees, lawns, etc.
9. Maintain records; make oral and written reports of work accomplished.
10. Order, receive, store, issue, and account for necessary custodial, grounds, and maintenance supplies and equipment.
11. Evaluate maintenance, custodial, and grounds crews.
12. Supervise direct, and support maintenance and repair activities as required; refer difficult maintenance assignments to Auxillary Office, Maintenance Supervisor, or Director of Maintenance.
13. Meet with vendors or contractors as required to supervise, direct, and support repair or new work.
14. Attend training as directed
15. Perform other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Various trades at the skilled level required for the maintenance and repair of physical plant, facilities, and equipment.

Materials, methods, and tools used in custodial work.

Methods and tools used in grounds-keeping and athletic fields work.

Health and safety regulations.

Record-keeping techniques.

Reading and writing communication skills.

Applicable sections of State Education Code and other applicable laws.

**ABILITY TO:**

Coordinate, schedule, set priorities, and make decisions.

Read and understand OSHA regulations, District policies, warehouse catalogs, and simple blueprints.

Write legibly to record information.

Understand and follow oral and written directions.

Work cooperatively with others.

Work independently with little direction.

Establish and maintain effective working relationships with others. Lift objects weighing up to 50 pounds.

Meet schedules and timelines. Develop, plan and organize work.

Train and supervise personnel. Maintain records and prepare reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, four years responsible and varied trade skills, custodial, and/or grounds-keeping experience including one year supervisory experience.

**LICENSES AND OTHER REQUIREMENTS:**

Possess and maintain a valid California Driver's License (Class "C" minimum) and remain insurable at the standard insurance rate

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or free objects, tools, or controls and talk and hear. The employee is required to sit frequently. The employee is required to stand and walk; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must also be able to work in difficult interpersonal situations.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in the office and field. Driving to various locations is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles and vibration. Also, the employee frequently works in outside weather conditions. The noise level in the work environment is usually moderate.

**SALARY RANGE: 80**

**ADOPTED BY PERSONNEL COMMISSION:** March 14, 1988

**APPROVED BY BOARD OF EDUCATION:** March 21, 1988

**UPDATED BY PERSONNEL COMMISSION:** March 8, 2006

**UPDATED BY BOARD OF EDUCATION:** April 24, 2006

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