



PERSONNEL COMMISSION

Class Code: 5081
Salary Range: 26 (S1)

PLANT SUPERVISOR - AVALON

JOB SUMMARY

Under general supervision, plan, supervise and participate in custodial, grounds and general maintenance activities at the Avalon school site; assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train, schedule and supervise the performance of assigned personnel; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Prepare cleaning and grounds schedules; inspect completed work for accuracy and compliance with instructions and established standards; interview and select employees; recommend employee disciplinary actions as appropriate. **E**
- Inspect campus grounds and buildings, take meter readings and check for potential safety hazards and maintenance needs; inspect roof tops, rain gutters and downspouts for obstructions; inspect site for fire safety and report wear or damage to appropriate department or personnel. **E**
- Supervise and participate in cleaning classrooms, cafeterias, kitchens, auditoriums, offices and other facilities as assigned; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed; oversee the clean up of assigned campus after recesses and lunch breaks. **E**
- Oversee 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 and tile. **E**
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; report burglaries, violent students or visitors to appropriate school administrators and the District School Safety Branch; set alarms as appropriate. **E**
- Participate in and direct the cleaning and sweeping of campus buildings and grounds; pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; wash windows and walls. **E**
- Operate custodial, grounds and building maintenance equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment; operate a computer and software and other office equipment as assigned. **E**

- Assure proper posting for pesticide application notices according to established procedures and regulations. ***E***
- Replace light bulbs and tubes, clean chalkboards and erasers and empty pencil sharpeners; clean tables, chairs, walls, windows, blinds and floors. ***E***
- Move and arrange furniture and equipment; dust and polish furniture and woodwork; perform minor repairs to furniture and equipment as needed. ***E***
- Prepare classrooms, multi-purpose rooms and other facilities or areas for special events or meetings as assigned; set-up and assemble chairs, tables and other furniture and equipment for special events and activities; clean up furniture, equipment and debris following these events. ***E***
- Confer with administrators, teachers, other departments and outside agencies regarding custodial, grounds and maintenance needs of school buildings, grounds and facilities. ***E***
- Prepare and maintain a variety of records and reports related to personnel, safety and assigned activities. ***E***
- Remain on call and coordinate response for emergency custodial needs as assigned. ***E***
- Perform emergency shut off for major utility services; operate emergency generators as necessary. ***E***
- Monitor inventory levels of custodial supplies, materials and equipment; order, receive and maintain inventory of supplies, materials and equipment; monitor school emergency containers to assure proper water, food and supply inventory. ***E***
- Perform routine building maintenance work as needed to assure safe and efficient site operations; maintain buildings, fixtures and equipment by assisting with or performing semiskilled painting, plumbing, electrical and carpentry activities. ***E***
- Assist and provide information to outside contractors as needed; inspect and spot check the work of outside contractors. ***E***
- Attend meetings with contractors regarding reconstruction, irrigation projects, addition of portable classrooms and other related meetings. ***E***
- Evaluate the performance of assigned personnel and prepare required evaluation reports; adjust employee grievances. ***E***
- Coordinate and participate in the thorough cleaning and restoration of campus facilities during vacation periods. ***E***

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The classification of Plant Supervisor – Avalon is a working supervisory classification. Due to the remote location of the school, incumbents in this classification coordinate, supervise and participate in the work of custodial, building maintenance and grounds

activities at the Avalon school site in order to assure safe and efficient site operations.

EMPLOYMENT STANDARDS

Knowledge of:

Proper methods, techniques, materials, tools and equipment used in modern custodial and general building maintenance work.

Modern cleaning methods including basic methods of cleaning floors, blackboards, carpets, furniture, walls and fixtures.

Principles and practices of supervision and training.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining District buildings in a safe, clean, secure and orderly condition.

Laws, codes, regulations, policies and procedures related to custodial activities.

Appropriate safety and sanitary precautions and procedures, including earthquake evacuation procedures

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Proper lifting techniques.

Operation of office equipment including a computer.

Ability to:

Plan, supervise and participate in custodial, grounds and general maintenance activities.

Assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition.

Train, supervise and evaluate the performance of assigned personnel.

Use cleaning materials and equipment in a safe and efficient manner.

Perform semiskilled painting, plumbing, electrical and carpentry activities.

Operate a variety of custodial and building maintenance equipment.

Estimate and order required supplies and equipment.

Maintain tools and equipment in clean working order.

Move and arrange furniture and equipment.

Observe and report safety hazards and need for maintenance and repair.

Perform minor non-technical repairs.

Observe safety and sanitary precautions and procedures.

Plan and organize work.

Prioritize and schedule work.

Meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Operate a computer and assigned office equipment.

Education and Training:

Graduation from high school.

Experience:

Two years of custodial experience and two years of general building maintenance experience including carpentry, painting, plumbing and electrical work.

Experience in a lead or supervisory capacity is highly desirable.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

WORKING ENVIRONMENT

Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals. Working on ladders.

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. Lifting, carrying, pushing or pulling moderately heavy objects (15 to 38 pounds) 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.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 2/17/2005
Revised: 11/2/06