



# Birmingham Community Charter High School

## Who We Are

We are an independent conversion charter high school located in the heart of the San Fernando Valley. As a Charter School we pride ourselves on having increased autonomy and governance. This allows our students and staff to perform at very high levels. Subsequently our stakeholders become more actively involved in the decision making for the total operation of our school and all of our programs.

## Vision

The Birmingham Community Charter High School community collaborates to create an academically challenging, personalized, and supportive environment that prepares individual students to pursue their post high school academic and career goals.

### Beliefs

- All students can learn
- All students have different learning styles
- Learning builds on the diverse experiences of every student
- All stakeholders -- students, families, and staff--affect student achievement

## What We Offer

Birmingham Community Charter High School offers competitive salaries and comprehensive benefits package designed to meet the needs of all our employees:

- Pension Plans
  - Public Employees Retirement System (PERS)
  - California State Teacher's Retirement System (STRS)
- Medical insurance
- Dental insurance
- Vision insurance
- Flexible spending accounts
- Employee Assistance Plan
- Professional Development

# **Birmingham Community Charter High School**

## **Assistant Plant Manager**

Title: Assistant Plant Manager  
FLSA Status: Exempt  
Reports to: Plant Manager and Site Administrator  
Supervises: Building and Grounds Workers

### **DEFINITION:**

Plans, supervises, directs and is responsible for the work of assigned Buildings and Grounds Workers on an assigned shift; responsible for ensuring assigned buildings and adjacent grounds areas are maintained in a clean, sanitary and safe condition and in accordance with Board policies and State requirement.

### **ESSENTIAL FUNCTIONS:**

- Plan, assign, inspect and supervise the work of Building and Grounds Workers assigned to the evening custodial shift
- Assure that cleaning and other custodial assignments are completed satisfactorily, reassign duties as necessary to meet unforeseen circumstances and assure that facilities and equipment are ready for use by various groups
- Provide information to school patrons and visitors regarding facilities and regulations, respond to requests for special services, may escort persons on campus and represents the school to the public when the school is used as a community center
- Make custodial time surveys and inspect custodial work; write work schedules and make inspection reports
- Train and supervise Custodial staff in the selection and use of equipment and materials, safety practices and approved procedures
- Supervise, train and evaluate assigned staff
- Participate in the interview and selection process
- Ensure that custodial and other equipment needed by crews is procured and/or repaired in a timely manner
- Provide OSHA training on a monthly basis to Building and Grounds Workers assigned to the evening shift
- Supervise the moving of equipment within the site
- Receive, check, and store supplies and equipment
- Maintain records and make reports, including reports on damage to facilities and equipment
- May fill in as Plant Manager in the latter's absence on the day shift during school vacation cleanups, summer months, minimum days
- In conjunction with the Plant Manager manages the summer projects
- Supervise and direct assigned employees to manage and complete major summer projects
- Performs related duties as assigned

### **KNOWLEDGE OF:**

- Proper cleaning or polishing agents to use on various types of surfaces, including metals, woodwork, floors and floor coverings
- Building facilities, including low-pressure heating plants and electrical systems as they pertain to the operation of buildings
- Provisions of the California State Health and Safety Code pertaining to air pollution
- Fire and safety ordinances and regulations affecting school buildings, cleaning equipment, and safe work practices in custodial and gardening activities
- Effective techniques of supervision, training and employee performance evaluation
- Methods, materials and equipment for building and grounds work and activities
- Operational principles and characteristics of heating and air conditioning equipment
- Principles and procedures of reporting information and keeping records

## Assistant Plant Manager

### ABILITY TO:

- Use and instruct others in the use of custodial and gardening supplies and equipment for grounds, lawn and floor maintenance
- Use common hand tools and make minor repairs
- Plan, schedule, assign, and supervise Building and Grounds Workers in a custodial maintenance program
- Understand and carry out oral and written instructions
- Prepare and maintain records of custodial activities and services
- Establish and maintain effective and cooperative working relationships
- Maintain records and prepare reports
- Supervise, train, hire, evaluate and discipline assigned staff
- Work harmoniously with school personnel and the public

### EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency. Successful completion of authorized courses in custodial training, heating and ventilation, supervision, and scheduling practices preferred.

### EXPERIENCE:

Minimum three years of experience in janitorial, custodial, or building and grounds maintenance work, including at least one year of experience in supervising, directing and evaluating the work of janitors, custodians and or grounds workers in the maintenance of buildings and grounds.

### SPECIAL:

A valid California Driver License and use of an automobile may be required for some positions

### PHYSICAL DEMANDS:

- Safely lift and move heavy supplies and equipment
- Stand and walk for long periods of time
- Lift, carry, push, pull, bend, twist, stoop, kneel, walk, run, and crawl
- Perform moderate to heavy physical exertion
- Lift and carry up to 50 pounds
- Reach in all directions
- Stand, sit and walk for extended periods of time
- Work predominantly in outdoor environment, including possible adverse weather conditions
- Read, interpret, and apply rules, regulations, policies and procedures

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

### Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Assistant Plant Manager

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date