

Birmingham Community Charter High School Plant Manager

Title: Plant Manager
FLSA Status: Exempt
Reports to: CEO/Principal or other Site Administrator
Supervises: Assistant Plant Manager, Facilities Maintenance Staff, Custodial and Building/Grounds Staff

DEFINITION:

Supervises, plans, coordinates, and participates in the overall management and operation of a school site; responsible to the CEO/Principal or other Site Administrator as assigned for the cleanliness and operation of the facility and grounds. In addition, some oversight for leasing and licensing contracts is expected.

ESSENTIAL FUNCTIONS:

- Supervises the custodial work in cleaning rooms, toilets, halls, walks, stairways, shops, gymnasiums, libraries, walls, fixtures, and equipment, including sweeping, polishing, mopping, dusting, dressing floors, vacuuming, and disinfecting
- Selects materials and equipment for cleaning a wide variety of floors, walls, and other surfaces
- Analyzes custodial, building and grounds needs and recommends priorities for the programs
- Prepares, adjusts, and assigns work schedules for regular and special cleaning, and the recycling program including school-vacation cleanups, and assures that facilities are unlocked and secured as necessary
- Assigns special personnel duties for various educational, social, and civic activities, and to meet emergencies, and arranges for proper equipment, heating, ventilating, and lighting
- Operates and supervises the operation of low-pressure heating, ventilating, and air conditioning systems and related equipment
- Operates, services, adjusts, and makes minor repairs to power equipment, including yard sweepers, yard vacuums, scrubbing machines, carpet shampooers, vacuum cleaners, lawnmowers, edgers, weed eaters, and related gardening equipment, and supervises the use of such equipment and other operations equipment
- Inspects the plant and equipment in order to maintain personnel standards and nonhazardous conditions
- Evaluates employee performance and initiates corrective action
- Assures safe and efficient operation of equipment, determines the need for maintenance work, and coordinates maintenance services with personnel and school schedules
- Maintains inspection records, report needs for repairs to the Site Administrator or to the appropriate maintenance office, and may make minor repairs
- Maintains records and submits reports on plant security, vandalism, thefts, emergencies, supplies, operation costs, use of facilities, and related matters
- Trains and instructs assigned personnel in cleaning methods, use of materials, operation of custodial and gardening recycling procedures, equipment, and related tasks, and may assist in training new personnel
- Confers with school personnel, administrators, the public, and students in regard to the utilization of facilities and equipment, site security, special programs and activities, and regulation
- Additionally some oversight for leasing and licensing is expected
- Orders, receives, checks and disburses custodial and school supplies and equipment; stores and distributes school supplies and equipment; maintains an inventory and maintains related records as required

Plant Manager

- Supervises and participates in watering lawns, shrubs, and trees, involving the operation of manual or automatic irrigation systems in accordance with instructions from the CEO/Principal or designee
- Supervises the removal of weeds and debris from paved and unplanted areas
- Issues keys, keeps records, and maintains a supply of spare keys
- Supervises and participates in moving audio-visual and other equipment within the school or office site
- Maintains records of shutoff valves and utility cutoffs, including fire sprinkler systems; checks and operates fire extinguishers; and may operate or supervise the operation of a swimming pool filtering system and related equipment
- Reviews and approves personnel time reports
- Performs related duties as required

KNOWLEDGE OF:

- Principles, materials, and methods of building and grounds work
- Various types of surfaces and coverings and the appropriate cleaning, polishing, and protective agents
- Safe and efficient operation of low-pressure and other heating equipment, ventilating and air conditioning systems, and other building equipment
- Electrical systems in building and grounds operation
- Fire and safety ordinances and regulations affecting school buildings
- Methods and materials used in minor maintenance of buildings and equipment
- Principles of supervision and obligations of supervisors
- Basic personnel and payroll rules and procedures
- Flag courtesy and care

ABILITY TO:

- Supervise, train, and evaluate assigned personnel
- Make and adjust schedules
- Recognize maintenance needs and initiate appropriate action
- Maintain records and prepare concise reports
- Use and care for operations equipment
- Make minor repairs to facilities and equipment
- Work harmoniously with school personnel and the public

EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by additional courses in personnel management, supervision and related subjects.

Verification of successful completion authorized courses in Building and Grounds Training, Heating and Ventilation, Supervision, and Scheduling Practices is preferable.

EXPERIENCE:

Five years of experience in janitorial, custodial or building maintenance work is required.

College or Trade School education may be considered for experience if deemed applicable by BCCHS.

SPECIAL:

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

Plant Manager

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 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.

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

Employee Signature

Date