

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: April 18, 2007

Revised: June 20, 2018

Salary Schedule: 261; Row: 5

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

### **JOB TITLE: PLANT SUPERVISOR**

**JOB PURPOSE STATEMENT:** Under the direction of the Director of Facilities Services the plant supervisor plans, organizes, coordinates, and supervises the, custodial and building maintenance activities of an assigned high school plant; inspects facilities and consults with maintenance personnel and site administrators to coordinate and prioritize work projects; trains, assigns, supervises, and evaluates the work of assigned personnel involved in custodial and facility maintenance assignments.

### **DISTINGUISHING CHARACTERISTICS:**

Plant Supervisors are assigned to a high school location which is a more complex operation with diversified athletic activities, facility use, and related duties.

### **JOB FUNCTIONS:**

- Plans, organizes, coordinates, and supervises the day-to-day custodial activities of an assigned high school plant; assures the proper and efficient maintenance and repair of district buildings and facilities; oversees work in progress and assures proper completion of work orders and contracts, relays the progress of work orders and or projects to site administration and personnel requesting the work
- Supervises, assigns, directs and participates in setting up school facilities for special events, activities, and programs such as, but not limited to, athletic events, dances, meetings, and civic center activities; understands setup and operation of public address system; understands and operates auditorium and stage lighting; is familiar with the operation of athletic scoreboard; gives assistance to individuals and groups using District facilities for programs and activities
- Ability to work with various web based custodial management programs to schedule and inspect the work and equipment of assigned custodial personnel to ensure that District cleaning standards and cleaning frequencies are maintained in accordance with District policies and procedures; prepares performance appraisal reports and takes necessary action to achieve improvements in cases where work is not satisfactory

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**JOB FUNCTIONS (continued):**

- Inspects buildings and grounds to ensure proper security, safety, sanitation, and fire prevention safeguards are maintained; reports violations, vandalism, and theft and contacts proper authority for assistance; understands and becomes familiar with emergency procedures; trains and instructs custodial personnel in safety and emergency procedures
- Coordinate indoor air quality initial response, inspection, mitigation, communication and follow up
- Inspects District buildings, equipment, utility systems, and facilities to determine needed maintenance and repairs; inspects the work of night crews to assure completion of assigned project
- Consults with District maintenance personnel, administrators, and outside contractors to coordinate, prioritize, and schedule work projects, student activities, events, and athletics
- Answers after hour and weekend emergency calls, unlocks and locks buildings and gates; raises, lowers and cares for flags; orders, receives, accounts, stores, and inventories custodial supplies and equipment; assists or personally receives and accounts for school supplies and equipment; inspects and reports the need for maintenance repairs
- Assists fire and other inspectors in conducting their inspections
- Coordinate storage and pickup related to hazardous waste and universal waste
- Understand and follow District's emergency spill procedures and notification protocol
- Maintains records of custodial activities and supplies; performs minor preventative maintenance duties
- Confers and cooperates with school personnel, administrators, and the public in regard to the utilization of facilities and equipment for special programs and activities; supervises the cleaning maintenance operations for swimming pool and understands the operation of all related swimming pool equipment; understands and assists in layout and preparation of athletic fields for activities and events; operates all related custodial equipment, tools and power sweeper and cares for same; reviews and submits time reports, and personally performs duties as necessary
- Determines needed equipment, materials, and supplies for the requisition of a variety of supplies, maintenance tools, and equipment; assures proper receipt of ordered materials
- Knowledge of modern office methods and equipment, including productivity tools programs and the preparation of correspondence, reports, training materials and presentations
- Conducts a variety of informational and instructional meetings for custodial staff to assure safe and proper work practices

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JOB FUNCTIONS (continued):

- Programs and sets intrusion alarms and clocks for various schedules; responds to on-call emergencies and communicates with security or police as required
- Participates in a variety of grounds, custodial, maintenance, and repair activities as necessary
- Reads and interprets building plans, blueprints, and specifications and assures conformance with building and safety codes, regulations, and requirements
- Maintains emergency preparedness inventories, supplies, site evacuation routes, radios and updates site maps
- Participates and attends on-going professional development to stay current with emerging trends related to building maintenance, operations, environmental concerns and custodial practices
- Check classrooms, cabinets, custodial closets and other areas where chemicals are kept to ensure organized, clean, labeled and secure. Maintain site Safety Data Sheets (SDS), or SDS on-line program as needed
- Coordinate and schedule regular preventative maintenance and emergency repairs for site while fleet vehicles and trailers
- May be required to coordinate and attend safety committee meetings
- Performs related duties as assigned

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern methods, materials, and equipment used in custodial work; maintaining school buildings and grounds in a safe, clean and orderly condition; general principles applicable to minor repairs; general fire safety and security regulations for school facilities; understanding of environmental hazards and response related to indoor air quality, universal waste, hazardous waste, and emergency spill procedures and notification protocols; shutting down utilities such as water, gas electric, and backflow valves; school security and alarms; basic understanding of electrical systems, HVAC, and computerized energy management programs, including how to shut down; operation of emergency lighting systems; proper cleaning procedures of contaminants; principles of swimming pool cleaning, operations and maintaining health standards; modern principles of employee training and supervision; recordkeeping and report writing; and techniques and principles of public relations

KNOWLEDGE AND ABILITIES (continued):

Ability to:

- Use cleaning materials and equipment with skill and efficiency; perform heavy physical, sometimes unpleasant labor; train and supervise directly and through subordinates a staff of custodial personnel; maintain and enforce District work standards; maintain records and reports; evaluate performance of custodial employees; prepare and conduct performance appraisals; revise work schedules temporarily to meet changing needs and emergencies; understand, explain and carry out oral and written instructions; read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; estimate and order custodial supplies; climb ladders and perform work above floor height; establish and maintain cooperative working relationships with students and all others contacted in the course of work; work independently with little direction; carry out supervisory responsibilities in accordance with the PUHSD policies, collective bargaining agreements, and applicable laws; write routine reports, injury reports, and correspondence; meet schedules and timelines; develop, plan and organize work; be on call 24 hours a day; present a positive image of the school district to the public; understand the needs of children and demonstrate a genuine liking for children

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift up to (50 pounds), carry up to (50 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma

Experience:

- Three years of experience in custodial work, preferably two years of which shall have been in a supervisory capacity, in a school district

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JOB QUALIFICATIONS (continued):

Licenses, Certifications, Bonding, and/or Testing:

- Valid Class C Driver's License
- Physical Examination Clearance
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Management Position