



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: SCHOOL PLANT OPERATIONS EMPLOYEE
REPORTS TO: Maintenance & Operations Officer **SITE:** District Office - M&O
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 12 Month
SALARY: Range 136 – Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: October 23, 2014

JOB SUMMARY:

Under general supervision of the Facility Manager and/or School Plant Manager, keep rooms, buildings and office space clean and orderly; perform grounds maintenance and gardening duties, and landscaping duties around schools and District facilities; plant and care of fields, lawns, trees and shrubbery; perform routine and semi-skilled grounds maintenance and minor building repair work, prepare, maintain and setup athletic fields and areas for school and facility use; and perform other related duties as assigned.

CLASS CHARACTERISTICS:

Positions in this class require skill obtained through moderate training and experience to operate tools and equipment used in school facility maintenance, athletic field preparation, and minor building repair work. Employees use initiative to carry out recurring tasks independently, and refer problems and unfamiliar situations not covered by instructions to the supervisor for direction. Specific guidelines covering all important aspects of the work are provided to employees and the work consists of duties that involve related steps, processes and methods. The work requires considerable physical exertion such as long periods of standing, walking, extending of arms, repetitive motions, bending, carrying and moving heavy objects.

ESSENTIAL FUNCTIONS:

1. Ensure campus site is clean and safe for the students and staff.
2. Maintain equipment and tools and ensure they are properly used.
3. Operate industrial equipment such as shampooers, vacuum cleaners, floor polishers, site grounds vehicles, pressure washers, generated lighting and related equipment.
4. Move and arrange furniture and set up equipment for meetings and special events.
5. Secure facilities and set alarms, raise and lower flags, lock and unlock doors and gates as needed.
6. Assist in painting to cover graffiti and prepare facilities for painting.
7. Work with minimal supervision or in a team environment depending on the scope of the project.
8. Use of Personal Protective Equipment (PPE) pertinent to the job working on.
9. Obtain and hold any valid credentials or licenses that are required to perform the essential function of job duties on a school site or in the State of California.
10. Other duties as needed or required.

For Day Shift:

1. Conduct minor plumbing such as restroom fixtures, irrigation, and landscaping.
2. Operate power mowers and power edger's to cut and trim lawns; rake and weed planting beds and lawns; clean gutters and roofs of debris and rubbish.
3. Prune and trim shrubs and trees up to 12 feet; spray lawns, shrubs and trees with fertilizer and herbicides; use commercial aerosol insecticide in classrooms/office areas.
4. Operate rotor-tiller, tractors, and other excavating equipment; paint or apply chalk lines to athletic fields.

5. Install, maintain and trouble shoot sprinkler/irrigation systems and plumbing.
6. Clean and organize school plant warehouse.
7. Answer and address any calls from the Administration and the District Office such as fix doors, clean, biohazard issues, move furniture/equipment/boxes, and etc.
8. Assist Facility Engineer in operation of school heating plant and pool maintenance as needed.
9. Unlock and lock doors and gates as appropriate.
10. Perform general cleaning of school's perimeter; empty trash barrels and haul to trash compactor.
11. Clean all storm drains and gutters during the rainy season.

For Night Shift:

1. Sweep, scrub, mop and wax floors; vacuum and spot clean carpets; empty and clean waste receptacles; wash windows, walls, tables, and benches; dust and polish furniture and woodwork; haul trash to dumpster.
2. Clean site restrooms and related areas in a sanitary manner. Follow cleaning guidelines and trainings. Wash, scrub and disinfect showers, restrooms, and cafeterias; unclog stopped toilets, sinks and fountains; assist in repairing broken plumbing and toilet fixtures.
3. Clean main gym after a quad game.
4. Replace light bulbs as needed and secure bad lights in a safe manner for proper disposal.
5. Clean football field, bleachers, and store football equipment after a homecoming game.
6. Power wash whole campus during summer.
7. Clean lockers (inside and out) in boy's and girl's locker room during summer.
8. Assist with facilities use permits in the absence of Utility Worker, as needed.

EMPLOYMENT STANDARDS:

- Candidates must be able to perform essential duties 1-above with or without reasonable accommodation.
- Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

QUALIFICATIONS:

EDUCATION/TRAINING EXPERIENCE:

- High school diploma or equivalent.
- Two (2) years of experience performing building custodial and/or grounds maintenance work preferred.
- Landscape experience of 1 year preferred.
- School athletic field maintenance and preparation preferred.
- Obtain and hold any valid credentials or licenses that required by law or code.

KNOWLEDGE OF:

- Team cleaning; methods and procedures used in general custodial and routine building maintenance and repair.
- Safe use of custodial equipment, chemicals and cleaners.
- Materials, tools and equipment used in custodial and maintenance work and grounds keeping work, and proper use of PPE.
- Methods, supplies and tools used in planting, cultivating and caring for flowers, trees, shrubs and lawns.
- Work hazards and safety practices a plus.
- Principles of irrigation, carpentry, electrical and general facility repair work.

ABILITY TO:

- Safely use power and hand tools in facility maintenance work.
- Prepare rough sketches and cost estimates of needed work.
- Lift and carry heavy objects, climb, stoop and crawl in small spaces and exert considerable energy in performing physical tasks.
- Work safely on ladders, scaffolds, railings and roofs of varying heights.
- Set work priorities and work independently.
- Speak, read and write in English.
- Read basic English sentences, charts, graphs, maps, schematics, and warning labels on chemical bottles, supplies and machinery.
- Understand and follow oral and written directions.
- Interpret and work from sketches, drawings, and blueprints.
- Use and maintenance of self-Personal Protective Equipment (PPE).

WORKING CONDITIONS:

ENVIRONMENT/HAZARDS:

- Indoor and outdoor environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and odors.
- Exposure to cleaning agents and chemicals.
- Working at heights.

PHYSICAL DEMANDS:

- Noise level in working environment moderate. Higher depending on task.
- Vision sufficient to read site drawings, tape measures, and other printed material.
- Hearing sufficient to hear conversation and sounds from machines and equipment.
- Speech sufficient to speak in an understandable voice.
- Physical stamina sufficient to reach, bend, stoop, extend, climb ladders, and crawl in small places.
- Strength sufficient to lift and carry objects and equipment weighing up to 50 lbs, and move up to 200 lbs. using a dolly or hand truck.

LICENSES/OTHER REQUIREMENTS:

- Must maintain a valid California Driver License and insurability to drive a District vehicle.
- Must obtain and hold any valid credentials or licenses required by law or code.
- Must attend required trainings and pass tests provided by the trainer.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.