



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: SCHOOL PLANT OPERATIONS EMPLOYEE, LEAD
REPORTS TO: Facilities Manager/School Plant Manager **SITE:** All Sites
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 12 Month
SALARY: Range 139 - Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: October 23, 2014

JOB SUMMARY:

Under general supervision, perform building and grounds maintenance and repair duties; assign work tasks and oversee completion of work in a lead capacity; participate in evaluating school plant maintenance employees; monitor building security; and perform other related duties as assigned.

CLASS CHARACTERISTICS:

Positions in this class have lead responsibility for assigning work tasks to a work crew, inspecting completed work, and training new workers. In addition, lead workers are expected to perform the full range of duties assigned to School Plant Operations Employees. Employees in this class are expected to use initiative to set work priorities, schedule tasks, and to respond to special requests for maintenance services.

ESSENTIAL FUNCTIONS:

1. Inspect school plant facilities and prioritize non-recurring cleaning and maintenance tasks; assign tasks to school plant workers; and assist in preparing work schedules and ensure daily work assignments and special work projects are completed satisfactorily.
2. Perform the full range of facility cleaning and general maintenance functions, including minor building repairs and landscaping; and train new staff on proper work methods and procedures.
3. Move and arrange furniture and set up equipment for meetings and special events.
4. Conduct frequent inspections of school facilities to ensure standards of cleanliness and safety are met.
5. Secure facilities and set alarms; lock and unlock doors, windows, and gates.
6. Keep general records of work orders, supplies, and purchase orders.
7. Participate in planning and completing large building maintenance and landscaping projects, including cleaning and restoration of school buildings during summer recess.
8. Communicate with Facilities Manager/School Plant Manager, school principals, and district administrators to review work plans, assess priorities, and resolve minor employee relations problems.

EMPLOYMENT STANDARDS:

- Candidate must be able to perform essential duties 1-8 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.
- Three (3) years of experience performing custodial or building maintenance work and one year of experience in a lead capacity or the equivalent.

KNOWLEDGE OF:

- Methods and procedures used in general custodial or building maintenance and repair.
- Safe use of custodial equipment, chemicals, and cleaners.
- Materials, tools, and equipment used in custodial and maintenance work.
- General principles of employee supervision and evaluation.

ABILITY TO:

- Safely uses a variety of power and hand tools while performing maintenance and repair work.
- Lift and carry objects and exert considerable energy in performing physical tasks.
- Read and write basic English.
- Plan and prioritize work.
- Evaluate situations and use independent judgement in taking action.
- Manage several tasks simultaneously.
- Demonstrate proper work methods and evaluate performance.
- Respond appropriately to work demands placed by school site staff.
- Maintain insurability to drive a district vehicle.
- Meet schedules and time lines.
- Establish and maintain effective working relationships; work cooperatively with others.
- Observe health and safety regulations.
- Observe legal and defensive driving practices.
- Maintain routine records related to work performed.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

WORKING CONDITIONS:

ENVIRONMENT/HAZARDS:

- Frequently works in outside weather conditions.
- Occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to fumes or airborne particles.
- The noise level in the work environment is usually moderate to high.
- Evening hours.
- Driving a vehicle to conduct work.
- Regular exposure to dust and odors.
- Hazardous chemicals.
- The District provides OSHA regulated safety training as needed.

PHYSICAL DEMANDS:

- Standing for extended periods of time.
- Pushing and pulling cleaning equipment.
- Vision sufficient to read blueprints, tape measures, and other printed material.
- Hearing sufficient to hear conversation and a voice through a two-way radio.
- Speech sufficient to speak in an understandable voice.
- Physical stamina to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- Strength sufficient to lift and carry objects and equipment weighing up to 50 lbs., and move up to 100 lbs. using a dolly or hand truck.

LICENSE/OTHER REQUIREMENTS:

- Must maintain a valid California Driver License.
- 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.