

**SAN JUAN UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL**

CLASS TITLE: High School Custodial/Plant Supervisor

CLASS CODE: 642

CHARACTERISTICS OF THE CLASS:

Under direction, to have charge of custodial and related operations at a senior high school; and to do related work as required.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do all of the listed examples include all tasks which may be found in positions of this class.)

Plans, organizes, and supervises the work of a large staff engaged in custodial activities; trains and instructs subordinates in the performance of their duties; assigns work schedules and sees that they are met; personally participates in cleaning and maintenance activities and in serving custodial needs of teaching and administrative personnel while on duty; opens school plant and checks for vandalism; checks heating and electrical equipment and facilities; performs minor repairs of windows, plumbing, and electrical fixtures, tile work, lockers, door locks, pencil sharpeners, and similar items; requisitions, receives, and dispenses custodial supplies; inspects school plant for proper maintenance, health, and safety conditions; generally supervises the operation of a swimming pool and grounds maintenance.

QUALIFICATIONS:

Education and Experience:

Any combination of training, education and experience which demonstrates potential ability to perform the duties of the position including progressively responsible experience in custodial work including supervisory duties.

Knowledge and Abilities:

- < Knowledge of the methods, materials, and equipment used in janitorial work;
- < Knowledge of the operation and maintenance of boilers, motors, pumps, and related mechanical equipment;
- < Ability to plan work assignments and supervise others;
- < Ability to train and instruct subordinates in the performance of their duties;
- < Ability to accept special assignments and to perform them efficiently and without close supervision;
- < Ability to keep records and prepare reports;
- < Ability to establish and maintain effective relationships with students, faculty members, and the public.

Physical Characteristics (Consideration will be given to reasonable accommodation):

- < Sufficient vision, including depth perception, to read printed materials and inspect school plant;*
- < Sufficient hearing to conduct in person and telephone conversations;*

- < Sufficient body movement and physical mobility to move about the campus, crawl/crouch/bend in order to conduct inspections and perform minor repairs and drive a car;
 - < Ability to lift up to 50 pounds;
 - < Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone.
- * With or without the use of aids.

Board Approved: 3/11/80

Title Change: 4/23/02