

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: PLANT SUPERVISOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, organize, coordinate, supervise and participate in the custodial activities of an assigned high school plant; inspect facilities and consult with maintenance personnel and District administrators to coordinate and prioritize work projects; train, assign, supervise and evaluate the work of assigned personnel involved in custodial and facility maintenance assignments.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, coordinate, supervise and participate in the day-to-day custodial activities of an assigned high school plant; assure the proper and efficient maintenance and repair of District buildings and facilities; oversee work in progress and assure proper completion of work orders and contracts.

Inspect school buildings, equipment, utility systems and facilities to determine needed maintenance and repair; inspect the work of night crews to assure completion of assigned projects.

Communicate with District maintenance personnel, administrators and outside contractors to coordinate, prioritize and schedule work projects, student activities, events and athletics.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Develop and prepare work schedules; review maintenance reports and work orders to determine materials, labor and time requirements; prioritize and coordinate duties and assignments to assure effective work flow and facility operations.

Determine needed equipment, materials and supplies for school custodial operations; requisition a variety of supplies, maintenance tools and equipment; assure proper receipt of ordered materials.

Conduct various informational and training meetings for custodial staff to assure safe and proper work practices.

Respond to after duty emergency alarm calls and communicate with security or police as required.

Prepare and maintain records, files, logs and reports related to personnel, payroll, inventory, supplies, work requests, work performed, vandalism and safety issues.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, supplies and equipment used in custodial operations.
Requirements of maintaining buildings and facilities in good repair.
Cleaning equipment, tools, materials and supplies used in custodial operations.
Principles affecting cleaning workloads, methods and procedures.
Methods and techniques of facilities maintenance.
Occupational hazards and safety practices related to custodial duties.
Proper methods of storing equipment, materials and supplies.
Oral and written communication skills.
Principles and practices of supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, coordinate, supervise and participate in custodial activities.
Develop and maintain effective communications and working relationships with administrators, principals and staff as well as officials in other agencies and the public.
Estimate and order custodial and building maintenance supplies.
Estimate labor and workload requirements.
Inspect facilities for maintenance and repair needs and fire, safety and health hazards.
Operate and maintain equipment used in custodial operations.
Train and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent. Supplemental college-level coursework in general education, business administration or related field is desired.

Experience: Three years of increasingly responsible custodial experience, including one year in a lead capacity.

Any combination of training and/or experience that would likely provide the required knowledge or abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Subject to fumes, dust and odors.

Driving a vehicle to conduct work as assigned.

Variable working hours and emergency call-out.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Heavy physical labor.

Walking or standing for extended periods of time.

Dexterity of hands and fingers to operate a variety of hand and power tools.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Climbing ladders to replace light bulbs.

Seeing to monitor and perform custodial work.

Lifting, carrying, pushing or pulling heavy objects.

HAZARDS:

Exposure to cleaning agents and chemicals.

Working on ladders.