



JOB DESCRIPTION
PLANT SUPERVISOR CUSTODIAL OPERATIONS

Reports to:	Grounds Custodial Manager	Employment Group / Salary Range:	Classified Management
Dept:	Grounds Custodial Operations	FLSA:	Exempt
Annual Workdays:	261	Formal Review Date: Board approval date:	5/31/2023 6/05/2023

PRIMARY FUNCTION

Under general supervision of the site administrator and the Grounds Custodial Manager, organize, schedule, plan, assign, monitor, supervise and participate in the work activities of custodial and grounds maintenance services at an assigned high school, or a similar-sized district facility. Maintain supervisory records; order materials and supplies; oversee custodial/grounds crews at assigned and other sites, and perform other related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.
- Assist managers and administrators with assessment of site needs and establishment of a written agreement of work to be done in a set time frame, coordinate projects with other sections in Administration Services.
- Serve as a supervisory and technical resource for jobs performed; respond to problems and needs arising on the job; inspect completed jobs.
- Plan, assign, supervise, inspect, evaluate, and assist with the work of custodial, maintenance and grounds personnel.
- Meet and confer with the site administrator and the Grounds/Custodial Manager regarding custodial and maintenance procedures and activities.
- Maintains various custodial and maintenance records and reports; monitors, maintains, and requisitions custodial supplies; submits maintenance work order requests as necessary.
- Monitor and adjust as necessary interior building temperatures and make routine adjustments to heating and air conditioning systems.
- Supervise the preparation and set up of classrooms, cafeteria, auditorium, and athletic fields for meetings and special events.
- Operates low-pressure steam boilers, monitors pool, pool equipment and pool filtration systems.
- Surveys buildings and grounds for safety hazards, vandalism, and security issues.

- Direct visitors, supervises contracted repair labor on site and safeguards school property.
- Maintain records of employees' work hours; approve vacation requests; maintain records of work activity.
- Provide for the safety of workers and others at school sites including training staff to report safety hazards.
- Participate in the selection, hiring, training, supervision, and evaluation of permanent and probationary staff members.
- Perform related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of education, training, and experience equivalent to graduation from high school and two (2) years of experience as a Head/Lead Custodian, Custodian III or Three (3) years of school custodial experience, including one year in a secondary level supervisory capacity.

Licenses, Certificates and Other Requirements:

- Possession of a valid First Aid and CPR certificates must be obtained within sixty (60) days from date of hire
- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program is required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Materials, methods, tools, and equipment used in cleaning and maintaining buildings.
- Care and basic repair of custodial equipment
- Cleaning solvents, soaps, waxes, and other related chemicals used in custodial work.
- Use and purpose of common hand and power tools used in custodial and building
- maintenance work
- Health codes and safe work practices
- Operational principles and characteristics of heating and air conditioning equipment
- Record keeping and reporting principles and procedures.
- Principles of supervision, training, and performance evaluation

Skills and Abilities to:

- Oversee the work of others.
- Plan, schedule, assign and supervise custodial maintenance work.

- Plan, organize, schedule, and supervise work of several crews working at various locations.
- Assess job priorities, order supplies properly and accurately.
- Train and evaluate subordinates in proper custodial/grounds methods and maintenance.
- Understand and carry out oral and written instruction.
- Prepare and maintain custodial and maintenance records.
- Perform basic arithmetic computations.
- Establish and maintain cooperative relationships with those contacted in the course of work.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is required to lift and/or carry 40 lbs. overhead or at waist height for short distances, occasionally lift and/or carry 75 lbs. overhead or at waist height for short distances, push/pull up to 100 lbs. as necessary, Bend at the waist, kneel, crouch and stoop . Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; and work under intensive deadlines.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class.

Employees work under typical conditions subject to frequent public contact and to intermittent exposure to individuals acting in a disagreeable fashion. The employee occasionally works outdoors exposed to weather conditions. Employee will have exposure to clearing agenda, chemicals, fumes, dust and odors, and will perform work on ladders and wet/slippery surfaces.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed