Birmingham Community Charter High School
Assistant Plant Manager
Maintenance Department

Title: Assistant Plant Manager
FLSA Status: Exempt
Reports to: Plant Manager and site administrator
Supervises: Facilities Maintenance Staff, Custodial and Building/Grounds Staff

DEFINITION:
Under the direction of an assigned supervisor, plans, supervises, directs and is responsible for the work Facilities Maintenance, Custodial and Building/Grounds staff on an assigned shift. Responsible for ensuring assigned buildings and adjacent grounds areas are maintained in a clean, sanitary and safe condition and in accordance with Board policies and State requirement.

ESSENTIAL FUNCTIONS:

- Checks plant security and intrusion alarms; locks and unlocks doors, gates, and windows; and contacts proper authority for assistance as needed.
- Assures that cleaning and other custodial assignments are completed satisfactorily, reassigns duties as necessary to meet unforeseen circumstances, and assures that facilities and equipment are ready for use by various groups.
- Provides information to school patrons and visitors regarding facilities and regulations, responds to requests for special services, may escort persons on campus, and represents the school to the public when the school is used as a community center.
- Supervises and participates in the operation of lower-pressure heating systems, ventilating and air conditioning systems, and related equipment.
- Supervises and participates in the operation, servicing, adjustment, and minor repair of power equipment, such as yard sweepers, yard vacuums, lawn mowers, edgers, weed eaters, scrubbing machines, carpet shampooers, and vacuum cleaners.
- Makes custodial time surveys and inspects custodial work; writes work schedules and makes inspection reports.
- Trains and supervises custodians in the selection and use of equipment and materials, safety practices, and approved procedures
- Supervises the moving of equipment within the site.
- Receives, checks, and stores supplies and equipment.
- Supervised and participates in other custodial and gardening duties, including cleaning air intake screens and louvers, replacing lamps, moving, edging and watering lawn areas; replenishing supplies in lavatory dispensers, and making minor repairs to furniture and other equipment.
- Maintains records and makes reports, including reports on damage to facilities and equipment.
- May fill in as Plant Manager in the latter's absence on the day shift during school vacation cleanups, summer months, minimum days
- Checking in delivered packages and delivering them to the proper person who placed the order.
- Using the school Google Calendar for times and locations, ensure setups have been completed for the second shift.
- Report all health and safety concerns and generate work order for items in disrepair.
- Report all injuries or accidents in a timely manner using the school provided Incident Report form.
- Performs related duties as assigned.

KNOWLEDGE OF:

- Proper cleaning or polishing agents to use on various types of surfaces, including metals woodwork, floors, and floor coverings

- Building facilities, including low-pressure heating plants and electrical systems as they pertain to the operation of buildings
- Provisions of the California State Health and Safety Code pertaining to air pollution
- Fire and safety ordinances and regulations affecting school buildings, cleaning equipment, and safe work practices in custodial and gardening activities
- Supervision techniques

ABILITY TO:
- Use custodial and gardening supplies and equipment and instruct others in their use
- Use common hand tools and make minor repairs
- Plan, layout, and supervise the work of others
- Train, hire, evaluate and discipline assigned staff
- Determine time required by custodial tasks and write work schedules
- Maintain records and prepare reports
- Use power equipment and hand tools necessary for grounds, lawn and floor maintenance
- Work harmoniously with school personnel and the public
- Operate a computer and peripheral equipment

EDUCATION:
Graduation from high school or evidence of equivalent educational proficiency

SPECIAL:
- Successful completion of the Maintenance and Operations Branch authorized courses in Custodial Training, Heating and Ventilation, Supervision, and Scheduling Practices is preferable.
- Completion of these authorized courses is required within 12 months of appointment.
- A valid California Driver License and use of an automobile.

EXPERIENCE:
Minimum three years of experience in janitorial, custodial, or building and grounds maintenance work, including at least one year of experience in supervising, directing and evaluating the work of janitors, custodians and/or grounds workers in the maintenance of buildings and grounds.

PHYSICAL DEMANDS**:**
- Safely lift and move heavy supplies and equipment
- Stand and walk for long periods of time
- Lift, carry, push, pull, bend, twist, stoop, kneel, walk, run, and crawl.
- Perform moderate to heavy physical exertion.
- Lift and carry 50 pounds.
- Reach in all directions.
- Stand, sit and walk for extended periods of time
- Work predominantly in outdoor environment, including possible adverse weather conditions
- Read, interpret, and apply rules, regulations, policies and procedures

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

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Employee Signature Date