

**CLASSIFIED JOB DESCRIPTION**

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**EDUCATION SERVICE AND SUPPORT CENTER (ESSC)  
PLANT OPERATOR ASSISTANT**

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**JOB SUMMARY:**

Under general supervision, the ESSC Plant Operator Assistant ensures the Education Service and Support Center facility is clean, safe, secure, sanitary, and well maintained in accordance with the District's Vision and Values; and is responsible for preventative maintenance and upkeep of all ESSC facilities, surrounding areas, and grounds.

**ESSENTIAL JOB FUNCTIONS:**

- Provides information and assistance to District staff, the public, and service organizations such as the PTA, in a positive and supportive manner.
- Demonstrates strong public relation skills, and works collaboratively with a diverse population.
- Works in confidential areas and maintains security in those areas.
- Willingness to learn set up of technology-related equipment.
- Cleans/arranges meeting rooms, offices, windows, employee lounge, restrooms, drinking fountains, sidewalks, and all other ESSC areas assigned.
- Undertakes maintenance repairs as needed; and refers more complex maintenance to Facilities Department.
- Controls temperature, timing, security, and emergency systems.
- Notifies Plant Operator of repairs, supplies, non-stock requisitions, transfer of materials and equipment, vandalism, and mischief reports.
- Maintains security, custodial supplies, equipment, and coffee supplies.
- Is responsible for all facets of floor-care maintenance.
- Responds to emergency situations.
- Works in the absence of the Plant Operator.
- Assists and supports the Plant Operator and other Plant Operator Assistants.
- Performs other related duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- High school graduate or GED required.
- Evidence of general maintenance skills.
- Work independently in the absence of supervision. Communicate effectively, both orally and in writing. Establish and maintain cooperative working relations with those contacted in the course of work.
- Thorough knowledge of methods, materials, safety practices, and equipment used in custodial work; ability to maintain supplies and inventory.

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- Ability to understand and follow oral and written directions in a positive, professional manner; ability to establish and maintain a schedule for periodic cleaning; and ability to help establish and implement a plan to improve the buildings and grounds.
- Willingness to take on responsibility; strong organizational skills; and demonstrated initiative.

**PREFERRED JOB REQUIREMENTS:**

- One to two years full-time contract custodial experience.

*Classified Salary Schedule: Range 25*  
*BOARD APPROVED: 10/19/10*  
*REVISION DATES: 12/10/14*  
*07/17/23*  
*08/09/2023*