NATOMAS UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

Position:	Plant Manager	FLSA: Non-exempt
Department:	Assigned Comprehensive High School Site	Salary Grade: 12
Reports to:	Principal or Designee	

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY

Under the general direction of Principal or Designee, the Plant Manager supports the supervisor and under their direction gives guidance to other classified employees in the routine day-to-day operations of duties related to custodial, maintenance and grounds. The Plant Manager coordinates, organizes, oversees and participates in the custodial and building maintenance activities of an assigned district school site(s); inspects facilities and consults with maintenance personnel and District administrators to coordinate and prioritize work projects; trains assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, organize, oversee, train, and coordinate custodial personnel, communications, projects, and daily custodial and athletic functions to assure district school plant is maintained in a clean, orderly, safe, sanitary and secure condition
- Oversee school maintenance duties, such as repairing pipes, faucets, lights, doors, locks, equipment, and other minor maintenance needs of the school, and submit work orders for major maintenance
- Initiate orders for, and receive, store, and issues, custodial supplies, materials, and equipment
- Keep information logs on air filter changes, school keys, chemicals, and other data as appropriate
- Can assist with custodial duties as needed, including but not limited to: vacuuming, cleaning, garbage pickup, waxing, lawn and ground care, etc., as assigned by the Principal or Designee
- Inspect buildings and grounds for damage, needed repairs, security, and safety hazards. Report immediately to the Principal or Designee any potential problems regarding unsafe conditions or accidents in relation to personnel
- Instructs and trains custodians in proper work methods and procedures
- Coordinates, plans and supervises the work of a large staff engaged in custodial activities or events
- Recommends work schedules and changes to Principal or Designee
- Performs other duties as assigned that support the overall objective of the position

QUALIFICATIONS

Knowledge of:

- Duties and responsibilities of a Custodian/Custodial Team Lead I/II
- Time management, organizational and prioritization skills
- District and school policies and procedures
- Interpersonal skills using tact, patience, and courtesy
- Proper cleaning methods, operation and use of hand and power tools, all equipment and supplies used in custodial, general maintenance and groundskeeping work for a district school site
- Appropriate safety precautions and procedures
- Requirements of maintaining district school site in a safe, clean, orderly condition, and in good repair
- Principles and practices of training and providing work direction
- Inventory methods and proper methods of storing equipment, materials and supplies

- Proper lifting techniques
- Computer skills and software applications used by District
- Advanced oral and written communication skills

Ability to:
- Perform minor non-technical repairs and heavy physical labor
- Apply knowledge and explain work schedules, procedures and use of equipment and supplies used in custodial work
- Promote and follow District policies, school site and department procedures
- Independently perform all of the duties of the position
- Use, store and maintain cleaning materials, equipment and methods according to pre-determined standards
- Assure the security of facilities, cleaning supplies, materials, and equipment during assigned shift
- Inspect observe and report maintenance and repair needs in custodial and athletic work and fire, safety and health hazards
- Maintain detailed records and prepare reports
- Plan, organize and prioritize work in order to meet schedules and timelines
- Manage multiple priorities with frequent interruptions
- Work independently with little direction
- Understand, and follow, and communicate effectively both orally and in writing
- Diffuse and manage volatile and stressful situations and establish and maintain cooperative and positive working relationships with others
- Communicate using patience and courtesy, and in a manner that reflects positively on the District

PHYSICAL ABILITIES
This position requires:
- The ability to walk, bend, stoop and perform repetitive arm and shoulder motions with moderate exertion
- Lift light to medium weight materials or equipment up to 50 pounds on a frequent basis, pushing, pulling, or guiding over 50 pounds on an occasional basis
- The ability to operate and maneuver demanding equipment such as floor polishers, carpet cleaners, and extension window cleaners
- Visual acuity and depth perception to operate equipment and read safety materials.
- Auditory ability to carry on conversations in person and over the phone

EDUCATION AND EXPERIENCE
A high school diploma or equivalent is desired. Additional experience may substitute for education. Two years of custodial and maintenance experience is desired. The position may require special training in safety and handling of hazardous materials.

LICENSES AND CERTIFICATES
- Requires a valid driver's license.
- First Aid/CPR certificate

WORKING CONDITIONS
Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and handling of materials that include waste and bloodborne pathogens.

Board Approved: June 23, 2021
Range Updated: July 1, 2025 per CBA