

PLANT MANAGER JOB DESCRIPTION

The job of Plant Manager was established for the maintenance of the buildings, working with individual custodians, and reporting to the Superintendent. Determining cleaning responsibilities of each custodian and knowledge of both buildings is also required. The immediate supervisor is the superintendent.

Responsibilities:

1. Oversees and assists custodial personnel in the safe, proper, and efficient use of all equipment and procedures.
2. Assists with training of new custodial employees.
3. Assists the Superintendent with screening and interviewing custodial applicants.
4. Performs school maintenance duties, such as repairing pipes, faucets, lights, doors, locks, equipment and other minor maintenance needs of the school. Assist other custodians in making minor repairs.
5. Records all custodial maintenance at high school and instructs head custodian at Central to do the same.
6. Keeps information logs on air filter changes, chemicals, floor stripping and waxing, and other data requested by Superintendent. Instruct head custodian at Central to do the same.
7. Has a working knowledge of fire alarm system and heating and cooling systems at both buildings. Attend training in conjunction with these areas for both buildings.
8. Reports to the building principal and/or Superintendent any problems regarding unsafe conditions or accidents.
9. Assist with custodial duties as needed including vacuuming, cleaning rest rooms and locker rooms, garbage, floor waxing, etc.
10. Move snow at the high school.
11. Assist the head custodian at Central when needed.
12. Provide input to the Superintendent additional attention needed that cannot be resolved on site.
13. Support policies and guidelines of the Tioga School District.
14. Cooperates with boiler inspectors, insurance inspectors, DPI personnel, etc.
15. Provide input to Superintendent concerning major maintenance work needed as soon as possible.
16. Assist in cleaning high school gymnasium following activities.
17. Assist teachers and staff members when needed.
18. Work as a team member in assigned building and be receptive to helping in the other building.
19. When appropriate, report student-created problems to the building principal and/or superintendent.

20. Take initiative and pride in daily work.

21. Assist staff members when help is needed in a friendly, timely manner.

22. Maintain a friendly, positive, respectful demeanor with students, staff, and parents.

End of Tioga PSD #15 Administrative Regulation DBCB-AR.....Reviewed/Revised: 09/25/2017