

MODESTO CITY SCHOOLS

JOB DESCRIPTION

PLANT SUPERVISOR-FACILITIES, DISTRICT OFFICE

DEFINITION:

Under the direction of the Manager-District Operations Department, plan, supervise and participate in the maintenance, grounds and custodial activities at assigned District sites; maintain campus buildings and adjacent grounds areas in a clean, orderly and secure condition; train, schedule and evaluate assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, supervise and participate in the maintenance, grounds and custodial activities at assigned District sites; confer with administrators, teachers and other departments regarding custodial and maintenance needs of school buildings, grounds and facilities.
- Train, supervise and evaluate assigned personnel; prepare cleaning and maintenance schedules; inspect completed work for accuracy and compliance with instructions and established standards.
- Direct and participate in the cleaning of classrooms, cafeterias, lounges, offices, facilities and adjacent grounds; empty waste receptacles; spot mop spills; remove gum and graffiti as needed.
- Oversee and participate in the sweeping, scrubbing, mopping, stripping, waxing and polishing of floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets.
- Coordinate and participate in the cleaning and disinfecting of drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and windows; unclog drains and toilets.
- Oversee and perform various custodial activities including replacing light bulbs, tubes and windows, cleaning boards and erasers and emptying pencil sharpeners; clean tables, chairs and floors after breakfast, lunch and recess periods as assigned.
- Pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; sweep concrete surfaces adjacent to school building.
- Operate custodial equipment such as vacuums, mops, strippers, steam cleaners, small hand and power tools, buffer/scrubber machines and other equipment as assigned; drive a vehicle to conduct work.
- Coordinate and participate in the set-up and assembly of furniture and equipment for special events and activities; prepare rooms for special events or meetings.
- Perform and direct a variety of general maintenance and repairs on buildings, equipment and furniture; perform minor plumbing and electrical repairs; organize response to emergency custodial requests as needed; prepare work orders as directed.
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; set alarms as appropriate.
- Communicate with personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Prepare and maintain a variety of records and reports related to safety, maintenance, personnel, supplies, vandalism and assigned activities.
- Monitor inventory levels of supplies and equipment; initiate purchase requisitions for supplies and equipment; receive incoming shipments of supplies and equipment; distribute classroom and office supplies as needed.
- Oversee the removal of hazardous materials as directed.
- Attend and participate in assigned meetings.
- Drive a vehicle to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and five years of increasingly responsible custodial experience including two years in a lead capacity.

Licenses and other Requirements

- Valid California Class C driver's license.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

Knowledge of:

- Proper methods, techniques, materials, tools and equipment used in modern custodial, grounds and maintenance work.
- Modern cleaning methods including methods of cleaning floors, blackboards, carpets, furniture, walls and fixtures.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Principles and practices of supervision and training.
- Appropriate safety precautions and procedures.
- Proper lifting techniques.
- Record-keeping and report preparation techniques.
- Inventory methods and practices.
- Proper methods of storing equipment, materials and supplies.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Plan, supervise and participate in custodial activities at assigned District sites.
- Assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition.
- Train, schedule and supervise the performance of a large custodial crew.
- Use cleaning materials and equipment in a safe and efficient manner.
- Operate a variety of custodial equipment.
- Estimate and order required custodial supplies and equipment.
- Maintain tools and equipment in clean working order.
- Move and arrange furniture and equipment.
- Observe and report safety hazards and need for maintenance and repair.
- Perform minor non-technical repairs.
- Observe health and safety regulations.
- Plan and organize work.
- Prioritize and schedule work.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Operate a computer and assigned office equipment.

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor work environment.
- Subject to fumes, dust and odors.

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- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Walking or standing for extended periods of time.
- Seeing to perform custodial duties.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders and working from heights to replace light bulbs.

Hazards:

- Exposure to cleaning agents and chemicals.
- Working on ladders.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 1/8/08

Board Approved: 1/22/08

FLSA Status: Exempt