

ORANGE UNIFIED SCHOOL DISTRICT

PLANT SUPERVISOR, SENIOR HIGH SCHOOL

DEFINITION

Under direction, to plan, organize, manage and participate in the custodial and routine maintenance functions and activities of a large secondary school; to plan, organize, and coordinate the maintaining of large buildings and adjacent ground areas in a clear, orderly, safe, sanitary, and secure condition; to plan, coordinate, organize, manage, and participate in maintaining the site physical environment required for a multifaceted activity program; and to do other related work as required.

ESSENTIAL DUTIES

- Prioritize work activity and schedules and coordinate the custodial and routine maintenance work processes.
- Confer with the site management team and others to determine special setup requirements and work scheduling to accommodate site activity programs and various community affairs.
- Review, inspect, and monitor the custodial, grounds keeping, and maintenance functions.
- Counsel, confer, and advise site personnel and others concerning standards of cleanliness, sanitation, and security.
- Assist in the development of standards of performance and guidelines pertaining to the operational aspects of a large secondary school site.
- Inspect buildings and grounds for damage, hazards, needed repair, and security aspects.
- Recommend the preparation of work requisitions to correct site operational problems and concerns.
- Requisition, order, and maintain an appropriate inventory of custodial supplies, materials, and equipment.
- Periodically organize and conduct an inventory review of custodial supplies, materials, and equipment.
- Plan, organize, coordinate, manage, and participate in the major cleaning of the school site.
- Assist in the planning, organization, and conduct of custodial personnel orientation and in-service training programs.
- Review and monitor the work performance of the site custodial personnel to ensure adherence to District standards of cleanliness, sanitation, and safety.
- Provide technical input into the performance evaluation of custodial site personnel.
- Inspect heating, electrical, air conditioning, and water treatment equipment and perform routine and minor repairs and adjustments.

QUALIFICATIONS

Knowledge of:

Methods, materials, and equipment utilized in custodial and maintenance functions and activities at a large secondary school site;

Requirements and standards for maintaining a large secondary school facility in a safe, clean, orderly, and secure condition;

Principles, methods, techniques, and procedures for organizing, managing, and training custodial personnel;

Operating principles of heating, ventilation, air conditions, and water systems;

Safe working methods and procedures.
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Ability to:

Plan, organize, coordinate, and manage custodial personnel;
Demonstrate leadership, good judgment, and tact;
Accurately estimate time and materials in relation to custodial and maintenance functions and activities;
Establish and maintain a simple data management, storage, and retrieval system;
Prepare and present comprehensive and precise reports;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handling and working with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Three years of experience in maintaining a large secondary school facility, including one year in a lead or supervisory capacity.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or course work in operational management, organization, supervision, or other closely related areas.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability insurance carrier.