

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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|--------------------|-----------------------------|------------------------|--------------------------|
| TITLE: | Plant Operations Supervisor | REPORTS TO: | Assigned Manager |
| DEPARTMENT: | Various Sites | CLASSIFICATION: | Classified |
| FLSA: | Non-Exempt | SALARY GRADE: | 028 AASD Supervisors' |
| REVISED: | July 30, 2007 | | |

BASIC FUNCTION:

Supervise a custodial staff; responsible for the operation, cleanliness, safe and sanitary condition of a school plants with permanent and portable building spaces totaling more than 170,001 square feet which may include facilities at various locations.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Act as departmental supervisor; coordinate the work of all custodial staff assigned to the schools; develop, organize, and assign work schedules. **E**

Supervise the operation of heating, ventilating, and lighting systems. **E**

Order, receive, store, and distribute instructional and custodial supplies. **E**

Maintain inventory of equipment. **E**

Conduct inservice training. **E**

Train, supervise, and evaluate the work performance of the custodial staff. **E**

Perform special services for school staff, pupils, and the public using school facilities. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to ten months of satisfactory service in the class of Building Services Supervisor III.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper handling and disposal of hazardous materials.
Modern cleaning methods, materials, and equipment used in custodial maintenance.
Heating, ventilating, and lighting systems.
Reading and writing English communication skills.

ABILITY TO:

Plan and organize work schedules and provide stock and supply room services.
Train, assign, direct, supervise, and evaluate the work of custodial staff.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment; exposure to dust, chemicals, bloodborne pathogens, variances in temperature, and equipment with moving parts.

PHYSICAL REQUIREMENTS:

Occasional lifting, carrying, and maneuvering heavy objects; occasional standing, squatting, climbing, kneeling, twisting, simple grasping; frequent to constant walking, including walking on gravel or uneven surfaces; bending at the neck or waist; stooping, reaching, pushing, and pulling.

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