



**HEMET UNIFIED SCHOOL DISTRICT
1791 WEST ACACIA AVENUE, HEMET, CA 92545 951-765-5100**

PLANT MANAGER

DEFINITION/DISTINGUISHING CHARACTERISTICS

Under general direction, to coordinate, supervise and be responsible for the custodial operations at a comprehensive high school site; and to participate in keeping the assigned areas and facilities clean, orderly and safe. Positions in this class have primary responsibility for planning and directing the day-to-day maintenance of a comprehensive high school plant, which includes custodial, groundskeeping, and general maintenance activities. Incumbents supervise the work of subordinates and evaluate the extent of maintenance problems encountered to determine if the repair can be handled by school site personnel or whether to arrange for skilled maintenance personnel from the District office. An incumbent in this class will primarily be selected based on the capacity to plan, organize, and supervise the work of others. The Plant Manager reports directly to the Assistant Principal in charge of plant operations.

EXAMPLES OF DUTIES

Assigns, coordinates, evaluates, supervises, and participates as necessary in the custodial, groundskeeping, and general maintenance work performed by personnel assigned to a large comprehensive high school plant; schedules daily work, handling conflicting priorities; inspects school buildings and grounds to insure proper safety and housekeeping standards are maintained; confers with assigned school administrator regarding operations and maintenance problems of school buildings, facilities and grounds; assists in training and instructing assigned personnel in the performance of their duties; inspects work of subordinates to see that it is performed effectively; checks heating, electrical and plumbing equipment facilities and makes emergency non-technical repairs or request districts skilled maintenance workers, when necessary, to perform larger or more specialized repairs; confers with vendors and outside contractors assigned to perform work at the school plant; supervises and assist in moving and arranging furniture and equipment, and setting up buildings and rooms for meetings or special events; supervises and participates in the thorough cleaning and restoration of school plant during school recesses; plans and carries out a preventive maintenance program for the school buildings and grounds; coordinates use of school facilities with teachers and citizen groups, and requisition needed materials, supplies, and equipment; keeps a variety of operational and personnel records; prepares written reports; attends head custodial or other meetings; advises employees of safe work practices and procedures; inspects buildings and grounds for health and safety hazards or vandalism and performs other related work duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of: Methods, materials, equipment used in custodial and building maintenance work; Principles of supervisory controls, training and scheduling assigned personnel; District standards and requirements for the custodial maintenance of District schools; Basic arithmetic; Safe work practices and procedures;

Ability to: Plan work assignments, direct and supervise the work of others; Train and instruct assigned personnel in the performance of their duties; Accept a variety of special duties and perform them without close supervision; Perform non-technical repairs independently; Keep records and prepare reports; Understand and carry out oral and written directions; Establish and maintain an effective working relationship with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Education: Equivalent to graduation from high school and education equivalent to possession of the knowledge listed above.

Experience: Experience equivalent to possession of abilities listed above; and four (4) years of responsible experience in the custodial or building maintenance trades, including experience in a supervisory capacity; or one (1) year of experience at or equivalent to the level of Head Custodian with the Hemet Unified School District.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid and appropriate California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Strengths: Heavy physical work involving pushing and/or pulling of objects weighing up to 100 pounds, with frequent lifting and carrying objects weighing up to 50 pounds. Ability to carry on normal speech and hearing activities, physical dexterity in limbs and digits necessary to operate hand and power driven equipment and tools commonly used in the custodial trade, and perform strenuous manual labor; ability to bend, stoop grasp and reach.

Working Conditions: Ability to mix and work with detergents and other cleaning chemicals without allergic reactions. May be subject to call back from off duty in case of emergencies.

PLANT MANAGER
(continued)

EMPLOYMENT STATUS
Classified Management Position

October 19, 1993