

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PLANT SUPERVISOR I (Range S-13)

BASIC FUNCTION:

Under the direction of the Principal, plan, organize, coordinate and supervise the custodial and minor building maintenance activities of an assigned middle school plant; inspect facilities and consult with maintenance personnel and District administrators to coordinate and prioritize work projects; train, assign, supervise and evaluate the work of assigned personnel involved custodial assignments.

DISTINGUISHING CHARACTERISTICS:

The Plant Supervisor I classification is assigned to supervise and participate in the custodial operations of a middle school. Incumbents in the Plant Supervisor II classification are assigned to a high school location which is a more complex operation with diversified athletic and related duties.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate and supervise the day-to-day custodial activities of an assigned middle school plant; assure the proper and efficient maintenance and repair of District buildings and facilities; oversee work in progress and assure proper completion of work orders and contracts. *E*

Inspect District buildings, equipment, utility systems and facilities to determine needed maintenance and repair; inspect the work of night crews to assure completion of assigned projects. *E*

Consult with District maintenance personnel, administrators and outside contractors to coordinate, prioritize and schedule work projects, student activities, events. *E*

Supervise and evaluate the performance of assigned staff; assign and review work and participate in the selection of new personnel as assigned. *E*

Develop and prepare work schedules; review maintenance reports and work orders to determine materials, labor and time requirements; prioritize and coordinate duties and assignments to assure effective work flow and facility operations. *E*

Determine needed equipment, materials and supplies for the District maintenance operations; requisition a variety of supplies, maintenance tools and equipment; assure proper receipt of ordered materials. *E*

Oversee the maintenance and repair of electrical motors, heating and air conditioning equipment, plumbing, locksmithing, electrical, cement and carpentry work.

Conduct a variety of informational and instructional meetings for maintenance and operations staff to assure safe and proper work practices.

Program and set intrusion alarms and clocks for various schedule.

Prepare and maintain records, files, logs and reports related to inventory, supplies, work requests, work performed, vandalism and safety issues.

Participate in a variety of grounds, custodial, maintenance and repair activities as necessary.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials and equipment used in custodial and general building maintenance work.

Requirements of maintaining buildings and facilities in good repair.

Appropriate safety precautions and procedures.

Cleaning equipment, tools, materials and supplies used in custodial work.

Methods and materials used in controlling pests, insects and weeds.

Maintenance and repair of irrigation systems.

Principles and practices of supervision and training.

Proper methods of storing equipment, materials and supplies.

Oral and written communication skills.

Record-keeping techniques.

Shop math.

Operation and use of hand and power tools and equipment.

ABILITY TO:

Plan, organize, coordinate and supervise the custodial and building maintenance activities of an assigned middle school plant.

Estimate and order custodial, grounds and building maintenance supplies.

Assist skilled personnel in the maintenance and repair of buildings and facilities.

Inspect facilities for maintenance and repair needs and fire, safety and health hazards.

Prioritize and schedule work.

Estimate materials and labor costs.

Work independently with little direction.

Communicate effectively both orally and in writing.

Maintain detailed records and prepare reports.

Establish and maintain cooperative and effective working relationships with others.

Perform heavy physical labor.

Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years custodial experience including one year experience in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Subject to adverse weather conditions.

PHYSICAL ABILITIES:

Lifting moderately heavy objects.

Walking about site property.

Bending at the waist.

Kneeling.

Climbing.

Seeing to perform inspections.

Hearing and speaking to exchange information.

HAZARDS:

Working around machinery with moving parts.

Chemical fumes.

Hazardous materials.

Noise from equipment operation.