

STOCKTON UNIFIED SCHOOL DISTRICT

PLANT SUPERVISOR

DEFINITION

Under general supervision, plan, assign, supervise and participate in the activities of custodial and grounds maintenance services at an assigned middle school, or a similar-sized district facility; and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive supervision from the site administrator or his/her designee in conjunction with the Custodial/Grounds Manager. Exercise direct supervision of the custodial, maintenance and ground personnel assigned to the site.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Plan, assign, supervise, inspect, evaluate and assist with the work of custodial, grounds and maintenance personnel.

Meet and confer with the site administrator and manager of custodial/grounds regarding custodial and maintenance procedures and activities.

Maintain various custodial and maintenance records and reports.

Monitor, maintain and requisition custodial supplies.

Submit work order requests to Facilities Services, as required.

Maintain a comfortable temperature in the buildings and makes routine adjustments to heating and air conditioning systems.

Supervise the preparation and set up of classrooms, cafeteria, auditorium and athletic fields for meetings and special events.

Operate low-pressure steam boilers.

Survey buildings and grounds for safety hazards, vandalism, and security issues.

Direct visitors and safeguard school property.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Materials, methods, tools and equipment used in cleaning and maintaining buildings
- Care and basic repair of custodial equipment
- Cleaning solvents, soaps, waxes and other related chemicals used in custodial work
- Use and purpose of common hand and power tools used in custodial and building maintenance work

- Health codes and safe work practices
- Operational principles and characteristics of heating and air conditioning equipment
- Record keeping and reporting principles and procedures
- Principles of supervision, training and performance evaluation

Ability to:

- Plan, schedule, assign and supervise custodial maintenance work
- Train and evaluate subordinates in proper custodial methods and maintenance
- Understand and carry out oral and written instructions
- Prepare and maintain custodial and maintenance records
- Perform basic arithmetic computations
- Establish and maintain cooperative relationships with those contacted in the course of work

Experience and Education:

Any combination of education, training and experience equivalent to graduation from high school and:

- One (1) year of experience as a Head Custodian with Stockton Unified School District
or two (2) years of school custodial experience, preferably including one (1) year in a supervisory capacity, and one (1) year at a middle school facility

License or Certificates:

- Possession of a valid California driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

Salary Placement:

Stockton Unified Supervisory Unit (SUSU)

Supervisory Unit Salary Schedule

Range 20

12-month work year

Board Approval: 03/01/02

SUSU Approval: 02/14/02