

STOCKTON UNIFIED SCHOOL DISTRICT

SENIOR PLANT SUPERVISOR

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

Receive supervision from the site administrator or designee in conjunction with the Custodial/Grounds Supervisor and Building Division Manager. Exercises direct supervision of custodial, maintenance and grounds personnel assigned to the site.

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

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

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

Maintains various custodial and maintenance records and reports.

Monitors, maintains and requisitions custodial supplies.

Submit work order requests to Facilities Services, as required.

Maintain comfortable temperature with 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.

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

Direct visitors and safeguard school property.

Monitor pool and pool equipment.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Materials, methods, tools and equipment used in cleaning and maintaining building
- 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 instruction
- 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 Plant Supervisor with Stockton Unified School District **Or** three (3) years of school custodial experience, including one year in a secondary level supervisory capacity

License and Certificates:

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

Salary Placement:

Stockton Unified Supervisory Unit (SUSU)

Supervisory Unit Salary Schedule

Range 22

12-month work year

Per agreement SUSD and SUSU dated 02-14-2002 with the effective date of 03/01/2002.