

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	School Plant Supervisor I, II, III or IV	FLSA:	Exempt
Department/Site:	Custodial Services	Salary Grade:	116, 117, 118, 120
Reports to/Evaluated by:	Manager of Custodial Services	Salary Schedule	Classified Management

SUMMARY

Supervises, assigns, reviews and participates in the work of staff responsible for providing custodial and maintenance services at elementary, intermediate, high school or educational center. Performs a variety of technical tasks relative to assigned area of responsibility. Level of supervision versus work performed varies according to school level.

NATURE AND SCOPE

Under the general supervision of the Department Manager, independently performs and/or supervises a wide variety of custodial and general maintenance duties at assigned site. Level of work performed versus management and scope of responsibility will vary depending on level (I, II, III). (See table on page 3). All positions are responsible for the efficient and effective use of staff, supplies, equipment and time to provide optimum service. Incumbent is recognized as a very skilled custodial worker who delegates routine or relatively straightforward tasks and may personally perform work when a thorough, practical knowledge of custodial techniques or an added level of skill is required. Competence and thoroughness are most important to insure pleasant, safe and sanitary working conditions for District staff, students and the general public.

DISTINGUISHING CHARACTERISTICS

Supervisors work at a single site. Performance level requires prior experience as a lead or Plant Supervisor. All Supervisory positions in this series require continued time on the job at increasing levels of responsibility for advancement.(see qualifications table, page 3) Continued formal training in supervision or management will enhance opportunities for advancement.

ESSENTIAL TYPES OF DUTIES (Examples)

- Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for providing custodial services at a senior high school.
- Participates in the selection of custodial staff. Provides or coordinates staff training. Works with employees to correct deficiencies. Implements discipline procedures.
- Prepares various reports on operations and activities.
- Recommends and assists in the implementation of goals and objectives. Establishes schedules and methods for providing custodial services. Implements policies and procedures.

- Confers with school administrators or Manager of Custodial Services regarding custodial and maintenance needs of assigned building, grounds, and facilities.
- Inspects and makes minor adjustments and repairs to heating, electrical, air conditioning, and related equipment.
- Maintains records and prepares reports. Monitors energy management systems. Assists in ordering and maintaining custodial materials and supplies for assigned buildings.
- Unlocks doors and gates. Inspects buildings and grounds for damage, needed repairs, security, and safety hazards. Raises and lowers flags.
- Orders, receives, inventories, stores, issues, and maintains necessary school and custodial, grounds, and general maintenance supplies, materials, and equipment. Maintains the custodial supply inventory system.
- Oversees rooms, furniture, and equipment arrangements for school activities and special events. Assigns staff to supervise special events. Coordinates, directs, and participates in the major cleaning of the school plant.
- Prepares, submits, and follows up on major maintenance work requests. Oversees the maintenance operations of a swinging pool and a stadium.

QUALIFICATIONS

Knowledge and Skills: Requires thorough knowledge of methods, materials, tools and equipment utilized in custodial and general maintenance. Requires considerable skill in using the full range of equipment used in custodial work. May require understanding of the operating principles of heating and air conditioning equipment. Requires an in-depth knowledge of District operations, goals and objectives, specifically as they apply to the individual site. Must have thorough knowledge of work hazards and safety practices. Requires knowledge of the practices and principles of supervision. Requires a general understanding of the principles of report writing and record keeping.

Abilities: Requires the ability to perform all of the essential duties of the position on a journey level. Requires the ability to schedule, assign and review the work of subordinates in a manner conducive to proficient performance and high morale. Must be able to assist in the selection, supervision, training and evaluation of assigned staff. Requires the ability to plan, prioritize, and assign work in order to meet schedules and timelines. Must be able to write and maintain routine records, reports and correspondence. Position requires very strong communication skills in order to interact with a wide range of contacts within and outside of the school setting. Requires the ability to bend, twist, kneel and stoop repeatedly. Job duties require repetitive arm and shoulder motions with moderate exertion. May lift light to medium weight materials or equipment up to 50 pounds. Requires visual acuity and depth perception to operate equipment and read safety materials.

Education and/or Experience: See attached table of qualifications.

**School Plant Supervisors
Levels of Responsibility and Accountability**

Level	Management/ Work	Focus	Size	Students	Staff	Comments
I	15/85%	Elementary	+/-50,000 sf 15 acres	800	2.5 - 5	May have more than 1 school
II	35/65%	Intermediate	+/-175,000 sf 35 acres	1,800	7-10	
III	75/25%	High School	+/-275,000 sf 80 acres	+/- 3,000	8-15	
IV	90/10%	Education Complex	+/-500,000 sf 160 acres	+/- 4,000	15+	Multi-use including 2 pools, 3 gyms, 2 media centers, sports fields

**School Plant Supervisors
Education, Experience, License Requirements**

Level	Education	Experience	Licenses
I	High School diploma plus some supervisory training.	2 years at Custodian II level	California Driver's License
II	High School diploma plus some supervisory training.	2 years with one year at School Plant Supervisor level	California Driver's License
III	High School diploma plus some supervisory training.	2 years at School Plant Supervisor level	California Driver's License
IV	High School diploma plus some supervisory training.	2 years at School Plant Supervisor II or III level	California Driver's License
District Facilities	High School diploma plus some supervisory training	3 years at Lead Custodian Level	California Driver's License