



Irvine Unified School District

PLANT SUPERVISOR

DEFINITION

Under the general direction of the high school principal, in coordination with Maintenance and Operations, is responsible for custodial, grounds keeping and maintenance activities at a high school plant.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assigns, coordinates, supervises and participates in the custodial, grounds keeping and maintenance work performed by personnel permanently assigned to a high school plant.
- Confers with the principal regarding operations and maintenance problems of school buildings, facilities, and ground.
- Trains and instructs personnel in the performance of their duties.
- Inspects work of subordinates to see that it is performed effectively.
- Requisitions needed materials, supplies, and equipment.
- Keeps a variety of operational and personnel records.
- Supervises and assists in moving and arranging furniture and equipment and setting up buildings and rooms for meetings or special events.
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- Supervises and participates in the thorough cleaning and restoration of the high school plant during school vacation.
- Assists in devising and conducting in-service training programs.
- Makes periodic evaluations of subordinate personnel.

QUALIFICATIONS GUIDE

Knowledge of:

Methods, materials, and equipment used in custodial, ground keeping and general maintenance work; requirements for maintaining school buildings, facilities, and grounds in a safe, clean and orderly condition.

Ability to:

Coordinate and supervise the work of subordinates; perform a variety of custodial, grounds keeping, and semi-skilled maintenance work; establish and maintain cooperative and effective relationships with those contacted in the course of work; keep records, and prepare reports.

Experience:

Four years of experience in custodial, grounds maintenance, or maintenance work, or some combination of the three, including one year in supervisory capacity.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate.

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