



IRVINE UNIFIED SCHOOL DISTRICT

SUPERVISOR-PLANT

DEFINITION:

Under the supervision of the assigned high school principal and the supervisor of Custodial services, in coordination with the Department of Maintenance and Operations, manages, trains, inspects and performs routine custodial duties at designated high school plants; ensures school buildings, facilities, office spaces and adjacent grounds areas are clean, orderly and secure.

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

- Assigns, coordinates, supervises and participates in custodial duties, grounds keeping, and maintenance work performed by personnel permanently assigned to the high school plant.
- Confers with the Principal regarding operations and maintenance problems of school buildings, facilities and grounds.
- Provides training and work direction to personnel in the performance of their custodial duties.
- Inspects work of subordinates to ensure that it is performed effectively per established procedures.
- Requests needed materials, supplies and equipment related to assigned activities.
- Prepares and maintains a variety of operational and personnel records.
- Oversees and participates in moving an arranging furniture, equipment and setting up buildings and rooms for meetings or special events.
- Supervises and participates in the thorough cleaning and restoration of the high school plant during school vacation.
- Assists in preparing and conducting in-service training programs as assigned.
- Conducts periodic evaluations of subordinate personnel per established procedures.
- Oversees Aquatic Facility, pool personal, grounds and Stadium areas
- Oversees and schedule facilities use weekend custodial personal.

QUALIFICATIONS GUIDE

Knowledge of:

- Methods, materials and equipment used in custodial, grounds keeping and general maintenance work.
- Requirements for maintain school buildings, facilities, and grounds in a safe, clean and orderly condition.
- Applicable laws, codes, regulations, policies and procedures.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Principles and practices of supervision and training.

Ability to:

- Perform a variety of custodial, grounds keeping and semi-skilled maintenance work.
- Maintain records and prepare reports.
- Train, schedule and supervise the performance of assigned personnel.
- Use cleaning materials and equipment in a safe and efficient manner.
- Move and arrange furniture and equipment.
- Observe health and safety regulations.
- Plan and organize work.
- Prioritize and schedule work and meet time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Operate equipment related to assigned duties.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and four years of experience in custodial, grounds maintenance or maintenance work 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.

- Walking, sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a variety of related equipment. .
- Climbing ladders and working from heights.
- Hearing and speaking to exchange information.
- Seeing to perform custodial duties and read a variety of materials.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, stooping, kneeling or crouching
- Lifting, carrying, pushing or pulling heavy objects up to 100 pounds with assistance.

WORK ENVIRONMENT:

Indoor/Outdoor 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. The noise level in the work environment is usually loud. Hazards include:

- Working around and with machinery having moving parts.
- Working in outside weather conditions.
- Subject to fumes, dust, cleaning agents, chemicals and odors.

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