

FRESNO UNIFIED SCHOOL DISTRICT  
Position Description

<b>TITLE:</b>	Plant Coordinator I	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Assigned School Site	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	261 Days
<b>BOARD APPROVAL:</b>	June 15, 2022	<b>SALARY:</b>	N-31/Operations Salary Schedule

**BASIC FUNCTION:**

Under general direction of an assigned supervisor, plan, organize, lead, and participate in the on-site custodial and routine maintenance functions and activities of an assigned elementary school site to provide a safe, sanitary and high-quality learning environment for students and staff.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Plan, organize, lead, and participate in the custodial and limited maintenance activities performed by the school custodial staff during an assigned shift; adjust work schedules to provide reasonable, timely delivery of services. *E*

Confer with the Principal or designee regarding maintenance needs of school buildings and facilities to serve the needs of students and staff. *E*

Provide clear work direction and guidance to custodial staff; assist in instructing custodial personnel and provide feedback for performance evaluation. *E*

Inspect buildings, playgrounds, and grounds for damage, needed repairs, security and safety hazards and prepare work orders; remove graffiti from walls, doors and windows to provide a safe, sanitary, and orderly learning and working environment. *E*

Estimate and order needed materials, supplies and equipment to meet the needs of students and staff; maintain operational inventory and manage supply budget. *E*

Coordinate, direct and participate in the set up and take down of rooms, furniture and equipment arrangements for special events. *E*

Coordinate, direct and participate in the major cleaning of the school or site. *E*

Interior floor care such as: sweep, mop, strip, wax, scrub and seal floors. *E*

Carpet care such as: vacuuming, shampooing, surfacing and deep cleaning. *E*

Dust, wash, and disinfect furniture and woodwork. *E*

Empty and clean waste receptacles, including trash barrels and replace liners as needed; coordinate, direct and participate in recycling activities. *E*

Clean and disinfect the restrooms, locker rooms, and showers, gym, kitchen, and classrooms; assist in the clean-up of the cafeteria during lunch time. *E*

Operate wheelchair lift and maintain logbook in accordance to State and District guidelines. *E*

Lock and unlock gates and doors, secure site upon leaving and set security systems in a reasonable, timely manner for the safety of students, staff and the District's buildings and inventory; raise and lower flags. *E*

Pick up paper and other debris from school grounds, walk areas, and ground gutters; use blowers to clean and pick up leaves and debris around campus; clean graffiti as needed around campus and around perimeter of school; sweep or blow concrete and asphalt surfaces adjacent to the school site; power wash site. *E*

Perform in a reasonable, timely manner emergency cleanup services including but not limited to fire, flood, vandalism, spilling, and illness. *E*

Maintain custodial equipment in a sanitary manner; perform routine clean up of biological hazards as needed. *E*

Perform basic yard work to pull weeds in flower beds and rake and blow leaves as needed. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE: Required prior to employment.**

Any combination equivalent to: graduation from high school with three years permanent custodial experience in a school or related environment and sufficient training and experience to demonstrate the knowledge and abilities listed below.

**LICENCES AND OTHER REQUIREMENTS:**

Successful completion of the Janitorial Supervisory program conducted by Fresno Adult Education preferred.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current cleaning methods, materials and equipment used in custodial, grounds keeping and basic maintenance work.

Recycling methods.

Requirements of maintaining school buildings in a safe, clean and orderly condition.  
Basic principles providing clear work direction and guidance to others.  
Basic operating principles of heating and air conditioning equipment.  
Safe practices related to cleaning methods and procedures.  
Basic record-keeping and inventory control techniques.  
Proper lifting techniques.  
Interpersonal skills using tact, patience, and courtesy.  
District goals.

**ABILITY TO:**

Learn basic computer skills.  
Demonstrate leadership, good judgment and common sense.  
Make basic calculations quickly and accurately.  
Plan, coordinate and estimate time and materials related to the overall custodial activities and functions.  
Relate well with the students.  
Learn District organization, operations, policies and procedures.  
Efficiently and effectively use cleaning materials, supplies, and equipment.  
Operate a variety of custodial equipment such as pressure washer, blowers, vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment.  
Observe and report safety hazards and need for maintenance and repair.  
Operate wheelchair lift.  
Read and write at a level appropriate to the duties of the position and follow both oral and written directions effectively in English.  
Maintain cooperative working relationships and communicate with a diverse range of people using patience and courtesy.  
Actively participate in meeting District goals.  
Apply integrity and trust in all situations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment; exposure to dust, bloodborne pathogens, variances in temperature and equipment with moving parts; contact with cleaning agents and chemicals.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, lifting, carrying, pushing, pulling and moving heavy furniture and equipment; climb stairs, ladders and ramps; walking or standing for extended periods of time; dexterity of to operate equipment; bending at the waist; reaching overhead and horizontally.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

***E = Essential Functions***