

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Supervisor, High School Plant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance & Operations	CLASSIFICATION:	Supervisory
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	S-38/Supervisory Salary Schedule

BASIC FUNCTION:

Plan, organize, coordinate and supervise the custodial and general maintenance activities of assigned plant to provide timely delivery of high quality services; inspect facilities and consult with maintenance personnel and District administrators to coordinate and prioritize work projects; train, assign, supervise, evaluate the work and provide clear expectations of assigned personnel involved in custodial and various Plant operation assignments.

REPRESENTATIVE DUTIES: (Persons employed in this position 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, coordinate and supervise the day-to-day custodial and other activities of assigned plant; ensure the proper and efficient maintenance and repair of District buildings and facilities to provide a safe, clean and orderly learning and working environment; oversee work in progress and ensure proper completion of work orders to provide timely delivery of high quality services. *E*

Inspect school buildings, equipment, utility systems and facilities to determine needed maintenance and repair to provide a safe, clean and orderly learning and working environment; assign and inspect the work of night crews to ensure completion of assigned projects. *E*

Develop and prepare work schedules; review maintenance reports and submit work orders to central maintenance department; prioritize and coordinate duties and assignments to ensure effective workflow and facility operations. *E*

Communicate with site personnel, administrators and outside agencies to coordinate, prioritize and schedule work projects, student activities, events and athletics to provide students access to high quality options and a variety of activities. *E*

Supervise, evaluate and provide clear expectations of assigned staff; assign and review work and participate in the selection of new personnel as assigned; recommend and participate in disciplinary actions as needed. *E*

Determine needed equipment, materials and supplies for the Plant maintenance operations; requisition a variety of supplies, maintenance tools and equipment; ensure proper receipt of ordered materials. *E*

Prepare and maintain accurate and detailed records, files, logs and reports related to personnel, payroll, inventory, supplies, work requests, work performed, vandalism and safety issues. *E*

Conduct a variety of informational and instructional meetings for operations staff to ensure safe and proper work practices. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years increasingly responsible

experience in custodial work, with at least one year in the capacity of a Head Custodian II.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation, methods, materials and equipment used in custodial and general maintenance work.
Requirements of maintaining buildings and facilities in good repair.
Appropriate safety precautions and procedures.
Principles and practices of supervision, training, providing work direction.
Proper methods of storing equipment, materials and supplies.
Accurate record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, organize, coordinate and supervise the custodial/general maintenance activities of assigned school site.
Estimate and order custodial supplies.
Assist skilled personnel in the maintenance and repair of buildings and facilities.
Inspect facilities for maintenance and repair needs and fire, safety and health hazards.
Train, supervise, evaluate and provide clear expectations to assigned personnel.
Prioritize and schedule work to meet the needs and safety of students and staff.
Estimate materials and labor costs.
Work independently with discretion and many interruptions.
Communicate, understand and follow both oral and written directions effectively.
Establish and maintain cooperative and effective working relationships with others a diverse range of people.
Perform heavy physical labor.
Learn new or updated computer systems/programs or skills to apply to current work.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Assist in sustaining and monitoring the financial viability of the district.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment; regular exposure to fumes, dust and odors; contact with cleaning agents and chemicals; occasional contact with dissatisfied individuals; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, lifting, carrying, pushing, pulling and moving heavy furniture and equipment; climb stairs and ramps; walking or standing for extended periods of time; dexterity 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