



PERSONNEL COMMISSION

Class Code: 5027
Salary Range: 21 (S1)

PLANT SUPERVISOR II

JOB SUMMARY

Under general supervision, plan, supervise and participate in custodial activities at an assigned large middle school, K-8 school, elementary school, or other assigned District site; assure buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Train, schedule supervise and evaluate the performance of assigned staff; prepare cleaning schedules; conduct periodic safety meetings; inspect completed work for accuracy and compliance with instructions and established standards; interview and select employees; recommend employee disciplinary actions as appropriate. **E**
- Inspect grounds and buildings, take meter readings and check for potential safety hazards and maintenance needs; inspect roof tops, rain gutters and downspouts for obstructions; inspect fire hoses and report wear or damage to appropriate department or personnel. **E**
- Supervise and participate in cleaning classrooms, cafeterias, kitchens, auditoriums, offices and other facilities as assigned; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed; oversee the clean up of assigned campus after recesses and lunch breaks. **E**
- Oversee and participate in the cleaning and disinfecting of drinking fountains and restroom facilities including sinks, toilets and urinals; install and fill dispensers with towels, soap, toilet paper and other items; clean mirrors and tile. **E**
- Remain on call and coordinate response for emergency custodial needs as assigned; communicate with local law enforcement and public safety personnel to provide information and directions to specific locations; participate in disaster drills; inspect rooms and facilities following drills and disasters. **E**
- Perform emergency shut off for major utility services; operate and maintain emergency generators as necessary. **E**
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; report burglaries, violent students or visitors to appropriate administrators and the District School Safety Branch; set alarms as appropriate. **E**

- Assure proper posting for pesticide application notices according to established procedures and regulations. ***E***
- Participate in and direct the cleaning and sweeping of buildings and grounds; pick up paper and other debris from grounds, walkways and areas adjacent to assigned facilities; wash windows and walls. ***E***
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned; operate a computer and assigned software, two-way radios and assigned office equipment;. ***E***
- Replace light bulbs and tubes, clean chalkboards and erasers and empty pencil sharpeners; clean tables, chairs, walls, windows, blinds and floors. ***E***
- Move and arrange furniture and equipment; dust and polish furniture and woodwork; perform minor repairs to furniture and equipment as needed. ***E***
- Prepare classrooms, multi-purpose rooms and other facilities or areas for special events or meetings as assigned; set-up and assemble chairs, tables and other furniture and equipment for special events and activities; may set up audio-visual and related equipment; clean up furniture, equipment and debris following these events. ***E***
- Confer with administrators, teachers, other departments and outside agencies regarding custodial and maintenance needs of buildings, grounds and facilities; coordinate outside organization's request for facility use; assure compliance with related Ed Code, laws, rules and regulations. ***E***
- Prepare and maintain a variety of records and reports related to personnel, safety and assigned activities. ***E***
- Remain on call and coordinate response for emergency custodial needs as assigned; serve as member of school or building safety committee. ***E***
- Monitor inventory levels of custodial supplies, materials and equipment; estimate, order, receive, distribute and maintain inventory of supplies, materials and equipment; monitor emergency containers to assure proper water, food and supply inventory. ***E***
- Assist and provide information to outside contractors as needed; inspect and spot check the work of outside contractors. ***E***
- Operate and maintain boilers as assigned; maintain, repair and turn on and off a variety of assigned machines and equipment. ***E***
- Coordinate and participate in the thorough cleaning and restoration of campus facilities during vacation periods.
- Attend meetings with contractors and District personnel regarding reconstruction, irrigation projects, addition of portable classrooms, work and location schedules and student safety. ***E***
- Adjust employee grievances. ***E***

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS:

Allocation of positions to the class of Plant Supervisor II is based on the combined elements of: the complexity and maintenance of cleaning at a large middle, K-8, or elementary school, or other assigned District site such as the District Administration building; the total square feet of the site; the number of Custodians supervised. Incumbents supervise three or more personnel engaged in custodial work at a facility of more than 74,000. The middle school and K-8 plant facilities typically have art rooms, home economics rooms, individual student lockers and a physical education complex with gymnasium and related locker and dressing rooms and have special sanitation requirements and chemicals necessary to provide appropriate custodial service.

EMPLOYMENT STANDARDS

Knowledge of:

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Modern cleaning methods including basic methods of cleaning floors, blackboards, carpets, furniture, walls and fixtures.

Principles and practices of supervision and training.

Proper methods of estimating, ordering and storing equipment, materials and supplies.

Requirements of maintaining District buildings in a safe, clean, secure and orderly condition.

General maintenance of electronic, electrical, plumbing, gas, heating and ventilation, and air conditioning systems.

Preventive maintenance for custodial and plant equipment.

Laws, codes, regulations, policies and procedures related to custodial activities.

Appropriate safety and sanitary precautions and procedures, including earthquake evacuation procedures.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Proper lifting techniques.

Basic math.

Operation of office equipment including a computer and related software applications.

Ability to:

Plan, supervise and participate in custodial activities at a large middle, K-8, or elementary school, or other assigned District site.

Assure buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition.

Train, schedule supervise and evaluate the performance of a custodial crew.

Use cleaning materials and equipment in a safe and efficient manner.
Operate a variety of custodial equipment.
Estimate and order required custodial supplies and equipment.
Maintain tools and equipment in clean working order.
Move and arrange furniture and equipment.
Observe and report safety hazards and need for maintenance and repair.
Perform minor non-technical repairs.
Observe safety and sanitary precautions and procedures.
Plan and organize work.
Prioritize and schedule work.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Operate a computer and assigned office equipment.

Education and Training:

Graduation from high school.

Experience:

Three years of custodial experience including one year of experience in a supervisory capacity or one year of experience as a Plant Supervisor I in the Long Beach Unified School District.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

WORKING ENVIRONMENT

Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals. Working on ladders.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a variety of custodial equipment. Walking or standing for extended periods of time. Seeing to perform custodial duties. Lifting, carrying, moderately heavy objects (15 to 38 pounds) and pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by position. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Revised: 10/24/02

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