

	Class Codes
PLANT MANAGER I	4054
PLANT MANAGER II	4047
PLANT MANAGER III	4037
PLANT MANAGER IV	4021

## DEFINITION

Supervises, plans, coordinates, and participates in the cleaning, gardening and operation of a school or office plant or plants, is responsible to a school principal or other site administrator for the cleanliness and operation of the facility and to the Maintenance and Operations Branch for technical supervision. The level of classification is determined by the custodial daily labor allotment at the site or sites.

## TYPICAL DUTIES

Supervises and participates in custodial work in cleaning rooms, toilets, halls, walks, stairways, shops, gymnasiums, libraries, walls, fixtures, and equipment, including sweeping, polishing, mopping, dusting, dressing floors, vacuuming, and disinfecting.

Selects materials and equipment for cleaning a wide variety of floors, walls, and other surfaces. Analyzes custodial needs and recommends priorities for the custodial program.

Prepares, adjusts, and assigns work schedules for regular and special cleaning, and the recycling program including school-vacation cleanups, and assures that facilities are unlocked and secured as necessary.

Assigns special custodial duties for various educational, social, and civic activities, and to meet emergencies, and arranges for proper equipment, heating, ventilating, and lighting.

Operates and supervises the operation of low-pressure heating, ventilating, and air conditioning systems and related equipment.

Operates, services, adjusts, and makes minor repairs to power equipment, including yard sweepers, yard vacuums, scrubbing machines, carpet shampooers, vacuum cleaners, lawn mowers, edgers, weed eaters, and related gardening equipment, and supervises the use of such equipment and other operations equipment.

Inspects the plant and equipment in order to maintain custodial standards and nonhazardous conditions, evaluates employee performance and initiates corrective action, assures safe and efficient operation of equipment, determines the need for maintenance work, and coordinates maintenance services with custodial and school schedules.

Maintains inspection records, reports needs for repairs to the site administrator or to the appropriate maintenance office, and may make minor repairs.

Maintains records and submits reports on plant security, vandalism, thefts, emergencies, supplies, operation costs, use of facilities, and related matters.

Trains and instructs assigned custodial personnel in cleaning methods, use of materials, operation of custodial and gardening recycling procedures, equipment, and related tasks, and may assist Area branch personnel in training new custodians.

Confers with school personnel, administrators, the public, and students in regard to the utilization of facilities and equipment, site security, special programs and activities, and regulation.

Orders, receives, checks and disburses custodial and school supplies and equipment; stores and distributes school supplies and equipment; maintains an inventory and maintains related records as required.

Supervises and participates in watering lawns, shrubs, and trees, involving the operation of manual or automatic irrigation systems in accordance with instructions from the Maintenance and Operations Branch.

Supervises the removal of weeds and debris from paved and unplanted areas.

Issues keys, keeps records, and maintains a supply of spare keys.

Supervises and participates in moving audio-visual and other equipment within the school or office site.

Maintains records of shutoff valves and utility cutoffs, including fire sprinkler systems; checks and operates fire extinguishers; and may operate or supervise the operation of a swimming pool filtering system and related equipment.

Reviews and submits custodial time reports.

Performs related duties as required.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Plant Manager is responsible to the site administrator for the cleaning, operation, and security of assigned plant(s). The classification level is determined by the custodial daily labor allotment in accordance with the formula set forth below. At the higher Plant Manager levels, more time is spent in planning, scheduling, and supervising, and less time in participating in custodial work.

<u>Classification</u>	<u>Allotment Range*</u>
Plant Manager	8 - 43.99 hours
Plant Manager II	44 - 87.99 hours**
Plant Manager III	88 - 175.99 hours**
Plant Manager IV	176 - hours**

\*A "cushion area" is provided between classification levels in order to reduce the incidence of reclassifications.

\*\*For Plant Manager positions responsible for groups of 3 -5 elementary schools, hour allotment requirements are reduced by four hours for each site supervised above two; e.g., if a Plant Manager position supervises three sites, the critical figures in the formula would be reduced by four hours.

## SUPERVISION

A Plant Manager receives general supervision from a school principal or other site administrator. Functional and technical supervision is received from Area Maintenance and Operations personnel. Supervision is exercised of Building and Grounds Workers, and at higher levels, may be exercised over other employees.

## CLASS QUALIFICATIONS

### Knowledge of:

Principles, materials, and methods of custodial work

Various types of surfaces and coverings and the appropriate cleaning, polishing, and protective agents

Safe and efficient operation of low-pressure and other heating equipment, ventilating and air conditioning systems, and other building equipment

Electrical systems in building and grounds operation

Fire and safety ordinances and regulations affecting school buildings

Procedures for the report, storage, and disbursement of materials and the maintenance of records

Pollution control regulations  
Methods and materials used in minor maintenance of buildings and equipment  
Principles of supervision and obligations of supervisors under the provisions of the labor agreement applicable to subordinates  
Basic personnel and payroll rules and procedures  
Flag courtesy and care

Ability to:

Supervise, train, and evaluate custodial personnel  
Make and adjust schedules  
Recognize maintenance needs and initiate appropriate action  
Maintain records and prepare concise reports  
Use and care for operations equipment  
Make minor repairs to facilities and equipment  
Work harmoniously with school personnel and the public  
Operate a computer and peripheral equipment

Special Physical Requirements:

Safely lift and move heavy supplies and equipment  
Stand and walk for long periods of time

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by additional courses in personnel management, supervision, steam engineering, and related subjects.

Verification of successful completion of the Maintenance and Operations Branch authorized courses in Custodial Training, Heating and Ventilation, Supervision, and Scheduling Practices is preferable. Completion of these authorized courses must be secured within 12 months after appointment.

Experience:

Experience in janitorial, custodial or building maintenance work is required as designated below, preferably including experience in school operations.

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|-------------------|---|
| Plant Manager I   | -- One year.  |
| Plant Manager II  | -- Two years, including one year as a supervisor of janitors or custodians.               |
| Plant Manager III | -- Three years, including two years of supervision as a Plant Manager II, or above.       |
| Plant Manager IV  | -- Four years, including two years of supervision as a Plant Manager II or III, or above. |

Special:

A valid California Driver License and use of an automobile may be required in some positions in these classes.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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