

Class Codes

ASSISTANT PLANT MANAGER I	4061
ASSISTANT PLANT MANAGER II	4048

DEFINITION

Supervises, participates in, and is responsible for the work of a custodial crew on an assigned shift that does not have an assigned Plant Manager, or performs similar duties at a site that is under the supervision of a Plant Manager who is at another site. The level of classification is determined by the assigned labor-hours on the assigned shift or at the separate site.

TYPICAL DUTIES

- Checks plant security and intrusion alarms; locks and unlocks doors, gates, and windows; and contacts proper authority for assistance as needed.
- Assures that cleaning and other custodial assignments are completed satisfactorily, reassigns duties as necessary to meet unforeseen circumstances, and assures that facilities and equipment are ready for use by various groups.
- Provides information to school patrons and visitors regarding facilities and regulations, responds to requests for special services, may escort persons on campus, and represents the school to the public when the school is used as a community center.
- Supervises and participates in the operation of lower-pressure heating systems, ventilating and air conditioning systems, and related equipment.
- Supervises and participates in the operation, servicing, adjustment, and minor repair of power equipment, such as yard sweepers, yard vacuums, lawn mowers, edgers, weed eaters, scrubbing machines, carpet shampooers, and vacuum cleaners.
- Makes custodial time surveys and inspects custodial work; writes work schedules and makes inspection reports.
- Trains and supervises custodians in the selection and use of equipment and materials, safety practices, and approved procedures.
- Supervises the moving of equipment within the site.
- Receives, checks, and stores supplies and equipment.
- Supervises and participates in other custodial and gardening duties, including cleaning air intake screens and louvers, replacing lamps, mowing, edging and watering lawn areas; replenishing supplies in lavatory dispensers, and making minor repairs to furniture and other equipment.
- Maintains records and makes reports, including reports on damage to facilities and equipment.
- May act as an assistant to a Plant Manager on the day shift during school vacation cleanups.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Assistant Plant Manager usually acts as the supervisor of custodians on the swing or graveyard shift, but may be the custodial supervisor of a site that is under the supervision of a Plant Manager at a nearby location. Assistant Plant Managers I usually are assigned to shifts that have a total of at least 32 labor hours. Assistant Plant Managers II are assigned to shifts with at least 88 custodial labor hours.

A Plant Manager is responsible to the site administrator for the cleaning, operation, and security of assigned schools or offices. There are four levels of Plant Manager. The classification and salary level of Plant Manager I, II, III, and IV is determined by the custodial daily labor allotment to the assigned facilities.

SUPERVISION

General supervision is received from a Plant Manager and a site administrator. Immediate supervision is exercised over custodial personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Proper cleaning or polishing agents to use on various types of surfaces, including metals
woodwork, floors, and floor coverings
- Building facilities, including low-pressure heating plants and electrical systems as they pertain
to the operation of buildings
- Provisions of the California State Health and Safety Code pertaining to air pollution
- Fire and safety ordinances and regulations affecting school buildings, cleaning equipment, and
safe work practices in custodial and gardening activities

Ability to:

- Use custodial and gardening supplies and equipment and instruct others in their use
- Use common hand tools and make minor repairs
- Plan, layout, and supervise the work of others
- Determine time required by custodial tasks and write work schedules
- Maintain records and prepare reports
- Use power equipment and hand tools necessary for grounds, lawn and floor maintenance
- 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. 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 is required within 12 months of appointment.

Experience:

One year of experience in janitorial, custodial, or building maintenance work without immediate supervision, or experience in supervising the work of janitors or custodians in the maintenance of buildings and grounds.

Special:

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

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 at any time, as long as such addition or change is reasonably related to existing duties.

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