

## DEL MAR UNION SCHOOL DISTRICT

**CLASS TITLE: SCHOOL PLANT MANAGER**

### **BASIC FUNCTION:**

Under the direction of the Director of Maintenance and Operations and school principal, have responsibility for and perform responsible daytime custodial activities at a school site to maintain buildings and adjacent grounds areas in a clean, orderly and secure condition; perform routine repair and maintenance to school facilities and equipment; follow the mandates set forth in the *Shared Responsibility Guidelines and the Custodial Procedures Manual*; assist in the training of and provide work direction and guidance to assigned school site custodians.

### **REPRESENTATIVE DUTIES:**

- Perform responsible daytime custodial activities at assigned District school site including: clean classrooms, restrooms, offices and related facilities as assigned; sweep, scrub, mop, wax and polish floors and vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets; spot mop spills; remove debris; dust and polish furniture and woodwork; clean whiteboards; clean lunch tables, benches and eating areas; clean and disinfect drinking fountains, sinks and toilets; fill dispensers with towels, soap and toilet paper; clean mirrors, tile, windows and walls.
- Inspect completed work of other site custodians for accuracy and compliance with instructions and established standards; inform assigned staff of correct cleaning procedures and material usage; inspect buildings and grounds (including playgrounds) for vandalism, fire and safety hazards; report findings to appropriate authorities or take appropriate immediate action as needed.
- Perform emergency cleanup resulting from vandalism, breakage, spillage or illness.
- Maintain work request file for reporting maintenance and repair items; complete work request forms and provide detailed explanation of problem in work order; follow up on work requests to ensure task completion.
- Check HVAC and other mechanical equipment for proper operation and report discrepancies to maintenance department.
- Perform routine repair and maintenance to school facilities and equipment as outlined in the DMUSD Custodial Procedures Manual.
- Confer with supervisors regarding care and cleaning program at assigned school site; establish and maintain cooperative and effective communication with site Principal, Night Custodian and Director of Maintenance and Operations.
- Communicate with and assist vendors and contractors as necessary.
- Provide information to school staff, parents, visitors, and community members as necessary.
- Monitor custodial supplies; determine quantity of custodial stock and inventory items needed; complete warehouse requisitions and order custodial supplies; work with district staff to receive, verify and distribute supplies and equipment.
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; turn alarm system on and off as appropriate.
- Dispose of trash according to established procedures; follow established sanitation procedures and standards.

- Deliver a variety of materials to classrooms as requested.
- Operate a variety of custodial equipment such as burnishers, vacuums, floor buffers, carpet extractors, high-pressure sprayer, blowers and exterior vacuums; operate a hand truck to transport items around campus.
- Assemble, adjust and arrange furniture; stack and store furniture, equipment and supplies.
- Operate and maintain electric cart in a safe and secure manner.
- Raise, lower, fold and store flags.
- Water lawns, trees and shrubs as directed by the Director of Maintenance and Grounds.
- Initiate fire drills and instruct staff on proper use of the fire system and equipment.
- Report to the Director of Maintenance and Operations as outlined in the *DMUSD Custodian Shared Responsibility Guidelines*.
- Participate in holiday and summer cleaning programs as outlined in the *DMUSD Custodian Shared Responsibility Guidelines*.
- Be available for call back in emergency situations.
- Perform other related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Proper methods, materials, tools and equipment used in custodial work and non-technical maintenance.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Principles of training and providing work direction.
- Appropriate safety precautions and procedures.
- Modern cleaning methods including basic methods of cleaning and preserving floors, carpets, furniture, walls and fixtures.
- Basic record-keeping techniques.
- Proper methods of storing equipment, materials and supplies.
- Proper lifting techniques.

### **ABILITY TO:**

- Plan, train and provide work direction and guidance to assigned custodians at District school sites.
- Assist in assigning and inspecting the work of others.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Properly estimate quantity of required custodial supplies and equipment.
- Maintain tools and equipment assigned to site in clean working, secure and safe condition.
- Use cleaning methods as outlined in the DMUSD Cleaning Procedures Manual.
- Apply knowledge of the schedules, procedures and equipment and supplies used in custodial work.
- Perform minor non-technical repairs.
- Observe and report need for maintenance and repair.
- Lift up to 100 pounds.

- Learn basic computer operations to access and send email; complete online work orders.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Communicate effectively with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school and one year responsible custodial experience. Must hold a valid California Driver's License.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Indoor and outdoor work environment.

**PHYSICAL DEMANDS:**

- Standing and walking for extended period.
- Bending at the waist.
- Lifting, pushing, pulling and carrying heavy objects.
- Climbing ladders.
- Seeing to perform required duties, inspect and read work orders.
- Dexterity of hands and fingers to operate power cleaning equipment.

**HAZARDS:**

- Exposure to cleaning chemicals and fumes.
- Working at heights.
- Repetitive cleaning tasks.

**TERMS OF EMPLOYMENT:**

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

**SALARY:**

Placement on the Classified Salary Schedule on Range 21.