

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.

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:

Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance.

SALARY:

Placement on the Classified Salary Schedule on Range 21.