

SCHOOL PLANT OPERATIONS MANAGER II, III

DEFINITION

Under direction, to plan, assign, supervise, and personally perform routine cleaning and maintenance work in the school and office buildings of the district.

JOB CHARACTERISTICS

School Plant Operations Manager II: Positions in this class are assigned cleaning and maintenance responsibility for a school plant of a size requiring from three to seven additional custodial positions; or are assigned to cleaning and maintenance responsibility for the district administration building or other large office buildings of the district where supervision is extended over a number of custodial employees.

School Plant Operations Manager III: Positions in this class are assigned cleaning and maintenance responsibility for a large school plant of a size requiring eight or more additional custodial positions.

EXAMPLES OF DUTIES

Confers with principal and supervisors regarding care and cleaning programs at school plant; prepares work schedules for custodial staff and sees that work is done in accordance with instructions; at request of school principal, sees that rooms are set up for special events and meetings; supervises or personally performs routine repairs and adjustments to building fixtures and equipment; reports to principal needed major repair work; operates or assists in operation of heating and air conditioning units; conducts frequent inspections of school plant to insure that standards of safety and cleanliness are met; gives instruction and training to custodians in proper work methods and procedures; requisitions custodial materials, checks and stores materials received, and controls the use of these materials; receives, screens, and assigns priority to requests of faculty members, and assigns custodians to fill these requests; assigns custodians for overtime work at special events; maintains time and overtime records; prepares summer work schedules and supervises school plant restoration projects; recommends transfer, promotion, and disciplinary action for custodial employees; supervises and assists in arranging facilities for night educational and civic meetings; directs visitors; supervises and assists in operating and cleaning of swimming pools; safeguards school property; keeps records and prepares reports; and performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern cleaning methods and the use and care of cleaning materials and equipment;
Requirements for maintaining school buildings and adjacent areas in a safe, clean, and orderly condition.
and

Ability to:

Schedule and effectively supervise the work of others;
Instruct and train custodians in the proper performance of their duties;
Operate heating and ventilating equipment;
Use basic hand tools in performing minor repairs and adjustments;
Work cooperatively with those contacted in the course of the work;
Perform physical labor;
Keep records and prepare reports.

and

SCHOOL PLANT OPERATIONS MANAGER II, III (Continued)

In addition to the above mentioned abilities, School Plant Operations Manager III should also possess the ability to:

Formulate and carry out effective courses of action;
Coordinate the operations of several small crews engaged in special projects designed to meet the needs of a large school plant;
Maintain a warehouse or large storeroom of supplies and equipment and to keep stock control records.

and

Experience:

School Plant Operations Manager II: One year as a School Plant Operations Manager I in the Sacramento City Unified School District.

School Plant Operations Manager III: One year as a School Plant Operations Manager II in the Sacramento City Unified School District.

and

Education:

High school graduation or equivalent.

Range 48 SPOM2 (Effective 7-1-99)

Range 53 SPOM3 (Effective 7-1-99)

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