

CLOVIS UNIFIED SCHOOL DISTRICT

Job Description: School Plant Supervisor I, II, III

Salary Grade: 19, 21, 23

Salary Schedule: Classified Management

Department: Custodial Services

Reports to/Evaluated by: Manager of Custodial Services

FLSA: Non-Exempt

SUMMARY

The School Plant Supervisor oversees, assigns, and reviews the work of staff responsible for custodial and maintenance services at various educational sites, including elementary, intermediate, and high schools or educational centers. Under the general supervision of the Department Manager, the incumbent performs technical tasks and manages site-wide custodial operations to ensure a safe, sanitary, and pleasant environment for students and staff. The balance between direct manual labor and management duties shifts based on the assigned level, with higher levels focusing more on administrative oversight and larger facility footprints.

DISTINGUISHING CAREER FEATURES

Supervisors in this series are assigned to a single site and must demonstrate prior experience in a lead or supervisory capacity. Advancement through the levels (I through IV) requires increasing responsibility, continued time on the job, and formal training in management or supervision. Level I supervisors typically manage elementary sites with a focus on manual work (85%), while Level IV supervisors manage large educational complexes, focusing primarily on management (90%) and overseeing extensive facilities such as stadiums and multiple pools.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Staff Leadership:** Plans, prioritizes, and assigns custodial work; participates in staff selection, provides training, implements discipline procedures, and works with employees to correct performance deficiencies.
- **Operational Oversight:** Establishes schedules and methods for custodial services, implements District policies, and confers with school administrators regarding specific building and grounds needs.
- **Facility Maintenance:** Inspects buildings and grounds for safety hazards or damage; performs and oversees minor repairs to heating, electrical, and air conditioning systems; and monitors energy management systems.
- **Logistics and Inventory:** Orders, receives, and maintains inventories for custodial and general maintenance supplies; manages the supply system and ensures equipment is properly maintained.
- **Event Support:** Coordinates furniture and equipment arrangements for school activities and special events, and assigns staff to provide necessary coverage.

- **Reporting:** Prepares and maintains various reports on operations, activities, and energy usage, and submits work requests for major maintenance needs.

QUALIFICATIONS

- **Knowledge of:** Methods, materials, tools, and equipment utilized in journey-level custodial and general maintenance work. This includes a thorough understanding of work hazards, safety practices, and the operating principles of HVAC systems. The incumbent must also be knowledgeable in the principles of supervision, report writing, record keeping, and specific District goals and objectives as they apply to the site.
- **Ability to:** Schedule, assign, and review the work of subordinates in a way that promotes high morale and proficiency. Candidates must be able to plan and prioritize tasks to meet strict timelines, maintain accurate records, and communicate effectively with a wide range of contacts both inside and outside the school setting.
- **Education and Experience:** A High School diploma or equivalent is required, supplemented by formal supervisory training. Experience requirements vary by level: Level I requires 2 years at the Custodian II level; Level II requires 2 years of experience with at least one year as a School Plant Supervisor; Level III requires 2 years as a School Plant Supervisor; and Level IV requires 2 years at the School Plant Supervisor II or III level. A valid California Driver's License is required for all levels.
- **Working Conditions:** The position requires the physical ability to bend, twist, kneel, and stoop repeatedly. Workers must perform repetitive arm and shoulder motions and may be required to lift materials or equipment weighing up to 50 pounds. Sufficient visual acuity and depth perception are necessary to operate equipment and read safety materials.