

CLOVIS UNIFIED SCHOOL DISTRICT

Job Description: School Plant Supervisor IV

Salary Grade: 27

Salary Schedule: Non-Operations

Department: Custodial Services

Reports to/Evaluated by: Manager of Custodial Services

FLSA: Exempt

SUMMARY

Under the general supervision of the Department Manager, this position independently performs and/or supervises a wide variety of custodial and general maintenance duties at a multi-use education complex. The role involves organizing, coordinating, directing, and supervising the maintenance, cleaning, and grounds work of an assigned Intermediate or High School. Additionally, the supervisor performs a variety of technical tasks relative to the assigned area of responsibility.

DISTINGUISHING CAREER FEATURES

This is a Senior Plant Supervisor position requiring journey-level custodial experience plus strong supervisory training and experience. All supervisory positions in this series require continued time on the job at increasing levels of responsibility for advancement. Opportunities for further advancement are enhanced by continued formal training in supervision or management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assures that the school campuses are clean and safe for students.
- Inspects buildings, grounds, and equipment to determine maintenance, safety, and cleaning needs.
- Confers with school site administrators or custodial managers regarding the educational complex and various school, custodial, maintenance, and groundskeeping activities.
- Schedules and assigns duties to day and night lead custodians and crews, organizes work to be completed, and inspects finished work.
- Issues orders for special night work and establishes and enforces operational priorities.
- Plans, trains, supervises, monitors, and evaluates the performance of employees, including interviewing and recommending staff for selection.
- Receives work requests for services and general maintenance, assigns the work, and supervises performance.
- Coordinates the work of custodial, grounds, and maintenance personnel with the school calendar to ensure coverage for special and regular activities.

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- Trains employees in proper methods of building and grounds maintenance, as well as the safe use of tools and chemicals.
- Coordinates school building use and activities to maximize the efficiency of both facilities and custodial staff.
- Maintains a variety of records, including time sheets and overtime records, and prepares reports as required.
- Orders, receives, stores, and maintains necessary custodial, grounds, and general maintenance supplies and equipment while managing the inventory system.
- Schedules building maintenance and repair activities, reporting major needs and submitting work orders to the District Maintenance Office.
- Coordinates and directs major cleaning of school plants and follows up on service calls to ensure work is performed.
- Performs other related duties and responsibilities as required.

QUALIFICATIONS

- **Knowledge of:** Thorough knowledge of methods, materials, tools, and equipment utilized in custodial and general maintenance. Candidates must have considerable skill in using the full range of custodial equipment and understand various unskilled and semi-skilled trades required for minor repair of facilities and equipment. Requires knowledge of groundskeeping methods and tools, as well as an in-depth understanding of District operations, goals, and objectives. Must have thorough knowledge of work hazards, safety practices, principles of supervision, report writing, and record keeping.
- **Ability to:** Schedule, assign, and review the work of subordinates in a manner that fosters proficient performance and high morale. Requires the ability to plan, prioritize, and assign work to meet strict schedules and timelines. Must be able to write and maintain routine records, reports, and correspondence and utilize very strong communication skills to interact with a wide range of contacts. Physical requirements include the ability to bend, twist, kneel, and stoop repeatedly, and perform repetitive arm and shoulder motions.
- **Education and Experience:** Applicants must have a High School diploma plus some supervisory training. This Level IV position specifically requires 3 years of experience at the school plant supervisor level. A valid California Driver's License is also required.
- **Working Conditions:** Tasks involve the intermittent performance of moderately physically demanding work, including reaching, bending, stooping, kneeling, or crouching. The position involves lifting, carrying, pushing, and/or pulling objects weighing 20-50 pounds on a regular basis,

with occasional handling of heavier objects. Visual acuity and depth perception are required to operate equipment and read safety materials.