



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: High School Plant Manager

Position Type: Classified	Department: Facilities
Salary Schedule: Classified	Reports to: Facilities Director
Salary Range: 36	Location: School
Term of Employment: 12 months	Date: July 21, 2016
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Supervises large sized staff of maintenance/custodial workers engaged in cleaning rooms, corridors, fixtures and equipment. Performs minor maintenance and repair, and maintains grounds on the campus of a high school, calling in District maintenance crew for specific tasks.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Directs, instructs, guides, monitors, schedules and counsels subordinate workers in carrying out a variety of tasks.
- Reviews work products or achievements of subordinate workers; evaluates work and formulates plans for improvement.
- Devises a schedule of work for subordinates on a daily or weekly basis within a work unit.
- Inspects work areas in order to perceive problems or other factors affecting program or work schedule; inspects the entire campus on a routine basis for hazards.
- Performs minor repair tasks on buildings, fixtures and equipment.
- Determines materials and supplies required to fill routine needs of the work unit by examination of need and availability of materials, comparison of alternatives, and calculation of cost and supply priorities.
- Resolves problems and questions presented by subordinate workers regarding work methods and processes.
- Inspects completed work of subordinate.
- Confers with superior, presenting and resolving difficult problems masonry, or questions, discussing plans and action to be taken, making decisions.
- Fills out requisitions in preparation for typing, based on general guidelines and past orders in order to acquire materials and supplies needed in the work unit.

- Examines equipment and supplies purchased or placed in operation.
- Devises a schedule for routine or special work projects, functions or uses of facilities.
- Analyzes and evaluates work procedures, methods and rules for a work unit; makes determinations and establishes these in practice.
- Inspects job sites and notes potential hazards to work unit function; cautions work crews.
- Plans for better use of material in a work unit; examines materials, confers with superiors and staff, analyzes, evaluates, makes determinations.
- Attends staff meetings of work unit; gives and receives information helpful in work unit operation.
- Works with various inspectors - State, City and County.
- Maintains accurate records regarding hazardous materials and chemicals.
- Maintains and troubleshoots Energy Management System.
- Must meet any additional specific job requirements as indicated by the department.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the department.

SUPERVISORY RESPONSIBILITIES:

- Manages one subordinate supervisor who supervises a total of 10-18 employees in the high school custodian/maintenance department. Is responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises 4-8 non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates skill in work management and work leadership.
- Demonstrates skill in minor maintenance and repair of buildings and grounds skills.
- Knowledge of E.M.S. system preferred.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with the District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.

- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must have a basic knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED) required.
- One to three years related experience and/or training, or equivalent combination of education and experience.
- Work experience involving building maintenance and repair preferred.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.

- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 100 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.