

PLANT FOREMAN, ELEMENTARY

DEFINITION

Under direction, to plan, assign, supervise and perform skilled tasks in custodial services required to maintain assigned buildings and adjacent grounds areas at an elementary school; and to do related work as required.

EXAMPLES OF DUTIES

Supervise and personally perform custodial work in accordance with daily work schedules; plan, assign, inspect, and supervise the work of the custodial staff; keep custodial records and prepare reports; requisition custodial and office supplies and equipment; help train custodial personnel and supervise their work routine; inspect buildings and grounds for damage, needed repairs, security and safety and follow-up with appropriate contacts; submit work orders on computerized system; inspect heating, electrical, air conditioning and water equipment and make minor repairs and adjustments; supervise room, furniture and equipment arrangements for special events; may make deliveries to and from school; coordinate, supervise and participate in major cleaning of the school plant; may assist in coordinating the earthquake, fire, and disaster preparedness plan and drills; assist in the coordination of the use of school facilities; personally perform light maintenance tasks, such as installing pencil sharpeners and inside lighting tubes; minor repairs of desks, chairs and walls; may make minor repairs of small appliances and the like; and confer with the school principal in planning the maintenance and/or cleaning of the school campus.

QUALIFICATIONS

Knowledge of

Methods, materials and equipment required for all custodial services of a physical plant; requirements for maintaining school buildings in a safe, clean and orderly condition; principles of supervision, training and inspection for custodial services; operating principles of heating and air conditioning equipment; basic computer operation; and basic terminology, vocabulary, and craft skills used in plant maintenance and operation.

Ability to

Demonstrate leadership, good judgment and common sense; make basic arithmetical calculations; plan, schedule and supervise a diversified custodial work program; keep accurate records and make reports; estimate time and materials in connection with a custodial work program; after appropriate training safely use machines, equipment, and tools related to job duties; submit computerized work orders; understand and carry out oral and written instructions; utilize computers and work systems; and maintain cooperative relationships with those contacted in the course of work.

Experience

One year of school custodial work.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent lifting and maneuvering of up to 50 to 60 pounds, with occasional lifting and maneuvering of up to 100 pounds with or without assistance. Frequent standing or walking much of the time with some twisting, bending, stooping, and squatting also required. May work on irregular surfaces or at heights above the ground.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: June 28, 1978

Revised: July 11, 1989

Revised: February 11, 1997

Revised: December 10, 2002 effective January 1, 2003

Revised: January 13, 2017, effective March 9, 2017