

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 member

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: