

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

PLANT COORDINATOR I

DEFINITION

To assume lead responsibility for custodial services at an elementary school; and to perform routine grounds maintenance work.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the Plant Coordinator series. Positions allocated to the Plant Coordinator I class are distinguished from higher level classes in the series by the size and the degree of responsibility and independent judgment necessary to fulfill the assigned lead responsibilities at an elementary school versus a junior high school or high school.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

Exercises functional and technical supervision over lower level custodial staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Provides direction and guidance to lower level custodial staff. Confers with school administrators regarding care and cleaning programs at the school to which assigned. Maintains inventory of necessary custodial supplies. Working from a prepared work schedule, sweeps, scrubs, waxes, and polishes concrete, linoleum, tile, and wood floors and vacuums rugs and carpets in school plant offices and rooms. Cleans and dusts walls, furniture, woodwork, and other equipment; washes, scrubs, and disinfects restrooms. Cleans windows, door glass, and drinking fountains. Cleans and polishes metal work such as door panels and hand railings. Empties and cleans waste containers. Assists in moving or rearranging chairs, tables, desks, furniture, and other equipment. Maintains various classroom and restroom supplies, including towels, soap, tissue, and other sanitary items; May set up, open, and close classrooms and other school facilities for various community activities and services. Hauls trash for disposal. Maintains custodial equipment. Performs special custodial work, as requested, reports safety, sanitary, and fire hazards. May perform minor maintenance and repair jobs. May perform a variety of routine grounds maintenance duties. Performs related duties as assigned.

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Plant Coordinator I (Continued)

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of the procedures, methods, materials, supplies, and equipment used in various custodial activities. Knowledge of tools and basic practices of routine building maintenance work. Ability to Plan and lay out own work schedules. Ability to estimate types and quantities of materials needed. Ability to use cleaning materials and equipment. Ability to perform heavy physical labor. Ability to understand and follow oral and written directions. Ability to work effectively in the absence of super-vision. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of increasingly responsible custodial experience.

Training:

Formal or informal training which provides the ability to read and write at a level necessary for job performance.

Reviewed and Agreed to by:

Incumbent: _____ Date: