

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

**SENIOR PLANT COORDINATOR**

DEFINITION

To provide lead supervision to lower level custodial and grounds staff; and to participate in the custodial maintenance activities of a senior high school.

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision for higher level supervisory and management staff.

Exercises functional and technical supervision over lower level custodial and grounds maintenance staff.

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

Provides lead supervision to lower level custodial and grounds maintenance staff. Confers with school administrators regarding work to be performed by custodial and grounds personnel. Instructs custodial and grounds employees in the performance of their duties and in the use of materials and equipment, and ensures that proper methods are followed and maintained. Orders, receives, and delivers supplies and equipment to subordinates. Performs regular custodial duties in assigned areas. Assigns areas and shifts to custodians and is responsible for the successful performance of assigned work. Analyzes needs and implements an effective custodial program. Schedules and assigns work. Participates in repair and minor construction work involving carpentry, painting, and electrical skills. Reports need for major repairs. Assists in maintaining custodial equipment. Keeps records and prepares reports. Inspects work of subordinates for efficient and effective performance. Directs and assists in the arrangement of furniture and equipment in buildings and rooms for meetings and special events. Directs and assists in the refurbishing of high school during recess periods. Assists in devising and conducting in-service training programs. Trains and instructs personnel in the

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Senior Plant Coordinator (Continued)

EXAMPLES OF DUTIES (Continued)

performance of their duties. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of the procedures, methods, materials, supplies and equipment used in various custodial activities. Knowledge of techniques of supervision. Ability to supervise and train assigned staff. Schedule and supervise the work of others. Ability to train others. Ability to make minor repairs to physical facilities. Ability to estimate types and quantities of materials needed. Ability to keep records and prepare reports. Ability to understand and carry out oral and written directions. Ability to assume full responsibility for adequate functioning of the custodial force. Ability to understand and follow oral and written directions. Ability to work effectively in the absence of supervision. 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:

Three years 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: