



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

PLANT FOREMAN

**DEPARTMENT/SITE: MAINTENANCE,
OPERATIONS &
FACILITIES**

**REPORTS TO: DIRECTOR OF MAINTENANCE,
OPERATIONS & FACILITIES**

SALARY SCHEDULE: Classified Salary Schedule
(Group 1/Group 15)

LEVEL: Range 41

WORK YEAR: 12 Months

DATE CURRENT JOB DESCRIPTION APPROVED:
Board of Trustees effective:.....August 12, 2021

JOB GOAL/PURPOSE:

Under the supervision and direction of the Director of Maintenance, Operations & Facilities in conjunction with Site Principal, incumbents in this classification, perform a variety of cleaning functions in order to maintain clean and safe classrooms, offices and other district facilities; oversee and support assigned custodians in the performance of their duties ensuring that assigned work is completed in a safe, proper and efficient manner; and perform other related duties as assigned. The incumbents in this classification provide the school community with safe, attractive, comfortable, and clean places in which to learn, play, and develop which directly support student learning.

DISTINGUISHING CHARACTERISTICS

The Plant Foreman incumbents perform custodial work and act as working lead in overseeing the daily functions of Custodian.

The Custodian classification is the entry-level classification in the custodian series that performs routine custodial activities at a school site or district facility.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Perform custodial work in accordance with daily work schedules.
- Oversee, select and train custodial personnel; monitor the time records for substitute custodians.
- Assign special activities and inspect the daily work of the site custodial staff.
- Inspect buildings and grounds for damage, needed repairs, security and safety; inspect heating, electrical, air conditioning and water equipment and make minor repairs and adjustments.
- Provide custodial records and prepare reports; inventory, requisition, stock and maintain instructional, disaster preparedness and custodial supplies, materials and equipment using District computerized system.
- Order, track, deliver and maintain supplies for teachers and staff; deliver mail and packages.

- Coordinate, supervise and participate in the deep cleaning and performance of maintenance of the school site during vacation periods.
- Assist in the coordination of the use of the school facility and monitor for compliance of fire code.
- Perform minor maintenance tasks such as repair and installation of pencil sharpeners, furniture, door and window repairs, minor plumbing stoppage, irrigation system repairs, and ground repairs.
- Confer with the Director or Site Principal in the planning, maintenance and/or cleaning of the facility.
- Vacuum, sweep, mop, and scrub floors in classrooms, hallways, restrooms and other school facilities
- Clean and disinfect water fountains, sinks, toilets, urinals and adjacent areas; fill dispensers and machines with supplies; clean mirrors, windows, doors and walls. Clean kitchens, eating areas, food containers, utensils, coolers, freezers, grill vents and air vent surfaces.
- Pick up trash; empty and clean waste receptacles; clean dry erase/chalkboards and sills; dust desks, furniture, ledges, woodwork, metal work, lights, sills, equipment and counters; and disinfect trash containers.
- Pick up paper and other debris from school grounds; sweep sidewalks and asphalt surfaces around school and district buildings. Maintain appropriate flag protocols.
- Move and arrange school equipment such as desks, chairs, file/storage cabinets and audio/visual equipment. Support special events by setting up, breaking down and moving furniture.
- Maintain safe and secure facilities, including securing perimeter of school, locking doors and gates and setting alarms. Report safety hazards or other problems to supervisor.
- Strip, wax, seal and buff a variety of floor surfaces; spot clean and shampoo carpets.
- Perform emergency clean up as a result of vandalism, breakage, spills and illness.
- Communicate with Custodians, school personnel and others about cleaning and safety needs as well as facility use arrangements and requirements.
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Methods, materials and the operation of equipment required for the custodial services necessary to maintain a campus
- Principles of training and inspection of custodial services
- Operating principles of heating and air conditioning control equipment
- Basic terminology, vocabulary and craft skills used in planning maintenance and operations
- The workings and minor maintenance of instructional equipment
- Basic cleaning methods including procedures and techniques, cleaning materials, supplies and equipment
- Safe working methods and procedures
- Proper lifting techniques
- Basic computer and/or tablet skills sufficient to keep records and respond to or create work orders

Skills:

- Make basic math computations
- Operate equipment and materials used in custodial services and basic maintenance
- Adhere to safety practices
- Prepare and maintain accurate records

Ability to:

- Demonstrate leadership, good judgment and common sense

- Ability to read, write, speak and understand the English language
- Make basic mathematical calculations
- Plan, schedule and supervise a diverse custodial work program
- Keep accurate records and make reports
- Respond to and write requests for work repairs
- Estimate time and materials in connection with a custodial work program
- Understand and carry out oral and written instructions
- Establish and maintain cooperative working relationships
- Demonstrate friendly customer service skills
- Efficiently and effectively use hand tools and power drills, cleaning materials, supplies and other job-related equipment in a safe manner
- Be available 24 hours a day in case of emergency
- Work for long periods of time unsupervised
- Perform repetitive tasks
- Perform heavy physical labor in a safe manner
- Assist in inventory control, school and warehouse storage practices
- Maintain effective working relationships with staff, students and the general public

EDUCATION REQUIRED:

High school diploma or equivalent.

EXPERIENCE REQUIRED:

Two (2) years of experience in the custodial field or equivalent.

LICENSE(S) REQUIRED:

- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Typical school environment, including bathrooms, offices, classrooms, playground, and multi-purpose rooms
- Heavy physical labor; lifting and carrying heavy equipment and furniture up to 75 pounds, with up to 52 pounds of repetitive lifting
- Dexterity of arm, shoulders, hands, and fingers to perform duties
- Working at heights and climbing ladders
- Standing for extended periods of time

- Pushing or pulling; walking; reaching overhead, above the shoulders and horizontally; bending at the waist, kneeling or crouching
- Hearing and speaking to exchange information
- Dexterity of hands and fingers in order to operate equipment
- Seeing to ensure safe and efficient cleaning procedures
- Potential for contact with blood, other body fluids, bloodborne pathogens and communicable diseases, chemicals and solvents including antiseptics and disinfectants, biomedical waste/hazards
- Exposure to traffic, noise from equipment operation
- Exposure to fumes, dust, and odors