



Berkeley Unified School District

BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department
**CLASSIFICATION AND
POSITION DESCRIPTION**

| | | | |
|--|--|----------------------|---|
| TITLE: | High School Plant Operations Manager | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT/SCHOOL: | Berkeley High School | CLASSIFICATION: | Classified Management |
| FAIR LABOR STANDARDS ACT CLASSIFICATION: | Exempt | WORK YEAR: HOURS: | 12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned |
| APPROVED: Board Commission | Revision 01/27/16 Revision 02/04/16 | SALARY GRADE: | Schedule: 54 Range: 74 |

BASIC FUNCTION:

Under the direction of the Principal, plan and supervise the custodial, grounds, maintenance, repair and other school related activities at an assigned high school; assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; coordinate and schedule the use of organizational facilities by various groups and community organizations; train, schedule and supervise the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Plan and supervise the custodial, grounds, maintenance, repair and other school related activities at an assigned high school; confer with administrators, teachers, other departments and outside agencies regarding custodial and maintenance needs of school buildings, grounds and facilities
- Train, schedule and supervise the performance of assigned personnel; prepare cleaning schedules; inspect completed work for accuracy and compliance with instructions and established standards; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- Assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; inspect campus grounds and buildings, take meter readings and check for potential safety hazards and maintenance needs
- Coordinate and schedule the use of organizational facilities by various groups and community organizations; assure compliance with applicable laws, codes, policies and guidelines; establish and maintain master calendar of facility use; prepare reports related to facilities use
- Perform a variety of technical activities involved in the cleaning, maintenance and repair of swimming pool, surrounding areas and related equipment to assure safe and sanitary conditions; conduct daily inspections of pool water and maintain proper chemical balances
- Oversee the school and community stage productions for the High School theatre; establish and maintain necessary audio visual and other equipment for theatre production; facilitate a smooth transition between succeeding productions by supervising technical staff and students and participating in work as required

- Prepare and maintain a variety of records and reports related to personnel, safety and assigned activities; operate a computer and other office equipment as assigned
- Remain on call and coordinate response for emergencies as assigned
- Monitor inventory levels of custodial supplies, materials and equipment; order, receive and maintain inventory of supplies, materials and equipment
- Assist and provide information to outside contractors as needed; inspect and spot check the work of outside contractors
- Attend assigned meetings

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, techniques, materials, tools and equipment used in modern custodial work

Modern cleaning methods including basic methods of cleaning floors, blackboards, carpets, furniture, walls and fixtures

Methods, procedures, materials, tools and equipment used in the maintenance, cleaning and repair of swimming pools

Principles and practices of supervision and training

Proper methods of storing equipment, materials and supplies

Requirements of maintaining District buildings in a safe, clean and orderly condition

Applicable laws, codes, regulations, policies and procedures

Appropriate safety precautions and procedures

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Record-keeping and report preparation techniques

Proper lifting techniques

Operation of office equipment including a computer

ABILITY TO:

Plan and supervise the custodial activities at an assigned high school

Coordinate with other supervisors and managers in the maintenance department

Assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition

Train, schedule and supervise the performance of assigned personnel

Clean, maintain and repair the swimming pool, surrounding areas and related equipment to assure safe and sanitary conditions

Maintain proper chemistry of swimming pool water

Use cleaning materials and equipment in a safe and efficient manner

Operate a variety of custodial equipment in an emergency

Estimate and order required custodial supplies and equipment

Maintain tools and equipment in clean working order

Move and arrange furniture and equipment in an emergency

Observe and report safety hazards and need for maintenance and repair

Perform minor non-technical repairs

Inspect, install, maintain, repair and replace a variety of pool equipment
Observe health and safety regulations
Plan and organize work
Prioritize and schedule work
Meet schedules and time lines
Establish and maintain cooperative and effective working relationships with others
Communicate effectively both orally and in writing
Operate a computer and assigned office equipment

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years of increasingly responsible experience in a large physical plant including one year as a supervisor

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

[Candidates must obtain valid Pool Operator Certification within the first six months of employment in this position](#)

DO Staff 1/13/16 1:43 PM

Deleted: Certified

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment
Subject to fumes, dust and odors

PHYSICAL DEMANDS:

Dexterity of hands and fingers
Walking or standing for extended periods of time
Seeing to perform assigned duties
Lifting, carrying, pushing or pulling objects typically weighing 50 – 75 pounds
Bending at the waist, kneeling or crouching
Reaching overhead, above the shoulders and horizontally
Climbing ladders and working from heights

HAZARDS:

Exposure to cleaning agents and chemicals
Working on ladders