

JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

CLASSIFIED MANAGEMENT POSITION

OPERATIONS SUPERVISOR

BASIC FUNCTIONS:

Under the direction of the Assistant Superintendent, Administrative Services, plan, organize, coordinate and direct District operations related to the cleaning, care and maintenance of classrooms, restrooms, offices and other facilities; supervise and assist in the evaluation of the work of day and night custodial maintenance personnel, groundskeepers and substitute custodial personnel at sites throughout the District; confer with administrators, faculty, parent groups and other groups to resolve issues and coordinate custodial maintenance projects; respond to emergency and security calls.

ESSENTIAL DUTIES and RESPONSIBILITIES:

1. Visit and inspect school buildings and District sites for proper utilization of custodial time, materials and equipment; assure proper custodial methods are followed and quality and quantity standards are maintained.
2. Assure proper custodial care of the District office complex, school sites and other facilities throughout the District; coordinate and oversee night custodial crews; develop daily work schedules and assign to personnel; travel to District sites to evaluate work to be performed and to inspect completed work.
3. Respond to emergency and security calls regarding vandalism, alarms, broken windows, malfunctioning sprinklers and other calls; report incidents to the police and fire departments as appropriate; respond to emergency situations on a 24-hour on-call basis.
4. Train, supervise and assist in the evaluation of assigned custodial personnel; and substitute custodial personnel.
5. Evaluates school buildings for required preventative maintenance and repairs; assists in planning and implementing District preventive maintenance programs.
6. Plan, prioritizes, assigns, supervises and reviews the work of staff responsible for providing grounds and landscape maintenance services.

7. Prepares and maintains a variety of records and reports pertaining to work orders, work schedules, budget control, equipment repair, supplies, equipment inventory and pesticide and herbicide use.
8. Serves as the District's certified playground inspector, ensuring the safety and utility of playground structures throughout the District.
9. Implements a program for the pickup, storage, and securing of hazardous wastes, biohazards, designated materials and refuse requiring special handling.
10. Supervises and assists in setting up classrooms, cafeteria and auditoriums and other activity areas for special events.
11. Prepare and maintain files, logs and reports related to labor, inventories, work requests, work performed, safety issues and security.
12. Develop and implement plans and programs to improve custodial care of District facilities; evaluate departmental efficiency and recommend the implementation of new custodial techniques, materials and equipment; conduct in-service training as necessary.
13. Oversee warehouse expenditures, labor, equipment and supply inventories.
14. Perform related duties as assigned.

KNOWLEDGE OF:

1. Modern cleaning methods including methods of cleaning and preserving floors, carpets, furniture, walls and fixtures.
2. Cleaning equipment, tools, materials and supplies used in custodial work.
3. Laws, rules, and regulations relate to assigned activities.
4. Principles and practices of supervision and training.
5. District organization, operations, policies and objectives.
6. Interpersonal skills using tact, patience and courtesy.
7. Record-keeping techniques.
8. Proper methods of storing equipment, materials and supplies.
9. Health and safety regulations.

10. Computer operations including: word processing, spreadsheets and PowerPoint presentations

ABILITY TO:

1. Plan, organize and coordinate District activities related to the cleaning, care and maintenance of classrooms, restrooms, offices and other facilities.
2. Train, assign, supervise and evaluate the work of custodial maintenance personnel.
3. Confer with administrators, faculty, parent groups and other groups to resolve issues and coordinate custodial maintenance projects.
4. Respond to security and emergency calls to assure safety of District facilities.
5. Communicate effectively both orally and in writing.
6. Maintain records and prepare reports.
7. Establish and maintain cooperative and effective working relationships with others.
8. Understand, interpret and explain District and department policies and procedures.
9. Plan, organize, and prioritize work in order to meet preventative maintenance schedules and upkeep.
10. Work independently with little direction.
11. Work nights and evenings, be on-call 24 hours and available on weekends and holidays.
12. Work as a team player and contributing member of the District's Management Team; work productively and cooperatively with other teams and external customers, and convey a positive image of the District.

EXPERIENCE and EDUCATION/TRAINING:

Three years of custodial supervisory experience in schools or other institutional commercial venue or related industry, and an Associate's degree with course work in Business Administration, Custodial Science or a closely related field.

PHYSICAL ABILITIES:

Requires: Ability to function indoors in an office environment and outdoors engaged in work of a physically active nature; ability to maintain cardio-pulmonary fitness to engage in moderate physical activity; ambulatory ability to move to different work locations and to bend, stoop, climb and reach to perform inspections; arm, hand, finger dexterity to operate common tools used in operations maintenance, use a computer keyboard and other office equipment; lift from floor, waist or above shoulder, objects to 75 pounds on an occasional basis; function with temperature variations; visual acuity to observe work sites, read written materials; auditory ability to carry on conversations in person and over the phone, including the ability to project voice in noisy work settings.

LICENSES/CERTIFICATES/REGISTRATIONS:

A valid California Driver's License and auto liability insurance.

SALARY:

Classified Management Salary Schedule: Row 4/Schedule 201

Row	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
4	4,509.000	4,822.000	5,151.000	5,512.000	5,893.000	6,039.000	6,191.000	6,347.000

AMERICANS WITH DISABILITIES ACT:

The information contained in this job information is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

ADOPTED BY THE GOVERNING BOARD: June 12, 2008

OPERATIONS SUPERVISOR