

VISTA UNIFIED SCHOOL DISTRICT

PLANT LEAD I

Purpose Statement

The purpose of a Plant Lead I is to provide skilled custodial and facility support services at an elementary school, alternative high school, or adult school or lead a night crew at a middle school; ensure an attractive, clean, sanitary, and safe environment for students, staff, and visitors; perform a variety of special cleaning and minor maintenance operations; oversee and support the preparation of facilities for activities and events; oversee and support assigned custodians in the performance of their assignments; and ensure that assignments are completed in a safe, proper, and timely manner.

This job reports to an assigned administrator.

Essential Functions

- Arranges furniture and equipment (e.g., sets up and strikes chairs, tables, bleachers, lighting, sound systems, moves desks, tables, and other furniture, etc.) for the purpose of providing adequate settings for classrooms, offices, meetings, and events.
- Assists with personnel administrative functions (e.g. assists with interviewing, hiring, training, overseeing, and evaluating custodial staff, provides professional development opportunities, assists in the development of short and long range plans for school facilities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and ensuring department/program outcomes are achieved.
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Cleans assigned facilities and/or grounds (e.g., classrooms, offices, gym, restrooms, multipurpose rooms, kitchens, athletic facilities, grounds, playgrounds, etc.) for the purpose of maintaining a clean, sanitary, safe, and attractive environment.
- Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information required to perform job functions and complete duties efficiently and in a timely manner.
- Coordinates with supervisor, staff, students, parents, and/or visitors (e.g., responds to inquiries, receives work orders and facility use requests, responds to immediate safety and/or operational concerns, reviews calendar for event set-ups, etc.) for the purpose of providing information and planning, prioritizing, and scheduling custodial activities.
- Inspects school facilities and/or equipment (e.g., grounds, buildings, lighting, fire suppression equipment, playgrounds, etc.) for the purpose of conducting checks of custodian work areas and performance, ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs.
- Maintains manual and electronic documents, files, and records related to assigned activities (e.g. absence reports and payroll records, facilities use requests, inventories, maintenance reports, routes, schedules, supply needs, work orders, obsolete equipment logs, etc.) for the purpose of documenting activities, conveying information, and/or providing an up-to-date reference and audit trail.
- Operates equipment (e.g., floor buffers, vacuum cleaners, carpet extractors, air blowers, pressure washer, etc.) for the purpose of maintaining building and grounds in a neat, clean, safe, and sanitary condition.
- Participates in thorough cleaning and restoration of assigned areas during vacation periods (e.g. cleans carpets, strips, waxes, and buffs floors, moves furniture, etc.) for the purpose of completing and/or facilitating custodial tasks.

- Performs minor maintenance and repairs on buildings, grounds, and equipment (e.g., changes vacuum cleaner bags, cleans, services, and replaces projectors and A/V equipment, changes light bulbs, makes repairs to desks, chairs, tables, and/or equipment, removes graffiti, etc.) for the purpose of ensuring proper functioning and usability of items and facilities.
- Prepares site for daily operations (e.g., picks up refuse, raises flags, sweeps walkway, disposes of waste paper and rubbish, mops floors, dusts and polishes furniture, empties and cleans waste containers, etc.) for the purpose of ensuring facilities are operational and hazard free, minimizing property damage, equipment loss, and/or potential liability.
- Prepares written materials (e.g., work orders, safety reports, accident reports, routes, calendars, schedules, etc.) for the purpose of documenting activities, securing supplies and/or equipment, and maintaining an up-to-date reference trail.
- Provides work direction to staff as assigned for the purpose of ensuring that the projects are satisfactorily completed and within district specifications.
- Requests, receives, stores, and maintains supplies, materials, and equipment (e.g., cleaning solutions, paper products, vacuums, mops, paper, school supplies, etc.) for the purpose of disseminating materials to custodial and school staff and/or storage locations and maintaining availability of required items to complete jobs efficiently.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Secures facilities and grounds (e.g., reports facility damage and vandalism, ensures lights and alarms are operational, ensures gates, doors, and windows are secure and operational, etc.) for the purpose of responding to immediate safety and/or operational concerns, maintaining safety and security of assigned area, minimizing property damage, equipment loss, and/or potential liability.
- Supports supervisor and other site and district staff (e.g. supports grounds, maintenance, operations, administrative staff, etc.) for the purpose of receiving work orders, completing site custodial services, including minor maintenance and plumbing activities.
- Trains assigned custodial personnel and substitutes for the purpose of ensuring facility maintenance activities are performed efficiently in compliance with site requirements and established standards.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- applying job-related codes, regulations and laws;
- handling hazardous materials;
- mechanical aptitude;
- operating tools, equipment, and materials used in the custodial trade;
- planning and managing projects;
- preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; compose a variety of documents and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- interpersonal skills using tact, patience, and courtesy;

- job-related codes/laws/rules/regulations/policies;
- methods of industrial cleaning and institutional maintenance;
- proper use and maintenance of tools and equipment used in the custodial trade;
- proper methods of storing equipment, materials and supplies;
- recordkeeping and record retention practices;
- safe driving practices;
- safety practices and procedures;
- school safety and security practices;
- standard methods, materials, and tools used in assigned skilled trade.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- inspecting buildings and/or grounds;
- meeting deadlines and schedules;
- operating motor vehicles;
- planning and organizing work;
- preparing accurate records;
- setting priorities;
- understanding and following oral and written directions;
- working as part of a team;
- working under time constraints;
- working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized routines; providing information and/or advising others; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity. Generally the job requires 10% sitting, 60% walking, and 30% standing. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High school graduation or equivalent.

Equivalency: Graduation from high school or equivalent and two years of custodial experience in a school or related environment.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee

must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Valid California Class C Driver License

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status

Non-Exempt

Approval Date

Revised: 06/11/2019

Salary Grade

Classified, Range 48
Classified, Range 49 (Night
Differential)