

# DISTRICT SCHOOL BOARD OF PASCO COUNTY

## Non-Instructional Non-Bargaining

### JOB DESCRIPTION

#### Assistant Plant Manager

**Department:** Maintenance and Facility Services

**Job Code:** 5006

**FLSA:**  Exempt  Non-Exempt

**Salary Schedule:** 81N

**Reports To:** Plant Manager/Site Administrator

**Work Days:** 245

**Board Approved Date:** February 2, 2016

**Work Hours:** 8 hrs/day

**JOB GOAL:** Responsible for assisting with planning, coordinating, and monitoring custodial and general maintenance work to maintain the cleanliness, sanitation and safety of building facilities and grounds while operating in accordance with prescribed safety precautions and guidelines. This includes making skilled repairs and performing related work as required, and providing leadership and training to the custodial team.

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.*

1. Assist in the coordination, supervision and participation of custodial, grounds keeping and general maintenance work performed by custodial staff, and assist in scheduling of daily work for efficiency, accuracy and safety.
2. Perform custodial work, e.g., cleans, sanitizes, maintains and provides for the general upkeep of building facilities and grounds.
3. Handle conflicting priorities with professionalism and consideration for all visitors and DSBPC personnel.
4. Perform semi-skilled and skilled building and equipment repair work, including HVAC, plumbing, electrical, carpentry, roofing, painting, landscaping, irrigation, fencing, custodial equipment, furniture, etc.
5. Instruct employees in safe and effective maintenance and repair methods, and ensure preventative and routine maintenance procedures are adhered to for all equipment.
6. Assist in hiring custodial staff and completing periodic evaluations; train and instruct custodial personnel in the performance of their duties; monitor quality and quantity of work, skills, and attendance of personnel; and promote innovation and teamwork.
7. Assist in maintaining individual employee files that contain relevant personnel information.
8. Assist with planning and carrying out a preventative maintenance program for the school buildings and grounds.
9. Maintain organized operational records for all facility/site systems, and assist with maintaining accurate inventory, budget records and related documentation.
10. Accept and sign for deliveries made to the school.
11. Assist with ensuring appropriate measures are taken to control/reduce energy usage, conserve water, reduce solid waste receptacle capacities and increase recycling efforts.
12. Communicate appropriately and effectively with staff, visitors, and other agencies regarding facility issues or concerns.
13. Represent the DSBPC and the department in a positive and professional manner at all times.
14. Attend mandatory trainings, meetings and learning opportunities to remain current in skill, knowledge and certifications.
15. Maintain security of assigned facilities according to established guidelines of DSBPC.
16. Serve as a District representative at emergency shelters as determined by the Superintendent, and provide leadership to ensure a secure work environment during an emergency or crisis situation.
17. Maintain integrity and accountability through compliance with all federal, state, local regulations, and District policies and procedures.
18. Perform other duties as assigned.

#### MINIMUM REQUIREMENTS:

*Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

#### KNOWLEDGE, SKILLS & ABILITIES:

- Working knowledge of custodial operations including, but not limited to, chemical usage/safety, custodial equipment use/preventative-minor maintenance practices and repair, proper cleaning methods and SREF requirements.
- Intermediate skills and safety knowledge in the areas of electrical, plumbing, HVAC, landscaping, fire/life safety and other trade skills.
- Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic media.
- Ability to establish and maintain effective working relationships with custodial staff and others.

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- Ability to train and instruct assigned personnel in all phases of work while maintaining a positive, professional attitude.
- Ability to work flexible hours necessary for the efficient operation of the department and work sites.
- Operating knowledge of and experience with personal computers and computer programs, including email, word processing, spreadsheets, databases, and HVAC system control software
- New hires must meet physical requirements of Post Offer Employment Testing (POET); current employees are not required to have this screening

#### EDUCATION, TRAINING & EXPERIENCE:

- High School Diploma or equivalent
  - At least one year of experience performing custodial duties
  - **Must be accepted into the Assistant Plant Manager pool**
- OR**
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position

#### CERTIFICATES, LICENSES, & REGISTRATIONS:

- Pasco IClean Master Custodian Certification or equivalent
- Must maintain all licenses and certifications necessary for this position as a condition of continued employment

#### PREFERRED QUALIFICATIONS:

- Knowledge of applicable DSBPC policies, procedures and regulations
- Experience in one or more building trades
- Successful supervisory experience
- Knowledge of Florida Inventory of School Houses (FISH) and asbestos manuals
- Experience in emergency shelter/response operations
- Experience/certifications in First Aid/CPR
- Experience in advanced landscape care and design and Integrated Pest Management (IPM)

**SUPERVISORY RESPONSIBILITY:** Direct supervision of assigned custodial personnel. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees; assisting with evaluating performance; and assisting with interviewing, testing, hiring, and assignment of personnel.

#### PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

<input type="checkbox"/>	Sedentary Work	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
<input type="checkbox"/>	Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
<input checked="" type="checkbox"/>	Heavy Work	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

#### PHYSICAL ACTIVITY:

*(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)*

S	Sitting	Resting with the body supported by the buttocks or thighs.
R	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
R	Walking	Moving about on foot to accomplish tasks, particularly for long distances.

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R	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
F	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
R	Bending	Lowering the body forward from the waist.
R	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
R	Kneeling	Bending legs at knee to come to a rest on knee or knees.
R	Crouching	Bending the body downward and forward by bending leg and spine.
F	Crawling	Moving about on hands and knees or hands and feet
R	Twisting	Moving body from the waist using a turning motion.
R	Reaching	Extending hand(s) and arm(s) in any direction
R	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward exerting up to ____ pounds of force
R	Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to ____ pounds of force.
R	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles exerting up to ____ pounds of force.
R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
R	Grasping	Applying pressure to an object with the fingers and palm.
R	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
R	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
F	Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

### WORKING CONDITIONS:

*(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an "X". Please note that there can be more than one condition.)*

<input type="checkbox"/>	Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
<input type="checkbox"/>	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
<input checked="" type="checkbox"/>	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input checked="" type="checkbox"/>	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
<input checked="" type="checkbox"/>	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
<input checked="" type="checkbox"/>	Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
<input checked="" type="checkbox"/>	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
<input checked="" type="checkbox"/>	Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.

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<input checked="" type="checkbox"/> Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/> Respirator	The worker is required to wear a respirator.
<input type="checkbox"/> None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
<input checked="" type="checkbox"/> Other	

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**MACHINES, TOOLS, EQUIPMENT:**

*(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)*

Custodial equipment, hand and power tools, gages and electronic testers, ladders and scaffolding, lawn care equipment, furniture moving equipment, pallet jacks, dollies and other loading dock equipment, golf carts and utility vehicles, HVAC equipment, electrical panels, emergency generators, and general office equipment, including personal computers, fax machines, copiers, telephones, etc.

*Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.*