

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

**Job Description**

**ASSISTANT PLANT MANAGER**

Salary Schedule: 81N	Contracted Work Days: 245 Daily Work Hours: 8	NNB - Nonexempt Status
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**JOB GOAL:** Provide clean, safe, attractive and efficient school facilities for use of students, faculty, and the public

**REQUIRED QUALIFICATIONS:**

1. High school diploma or equivalent
2. Successful work experience in custodial or related field
3. Florida School Plant Management Association (F.S.P.M.A) Certified Custodian certification or the equivalent or complete the sequence of courses for certification within two years of appointment
4. Functional skills in reading and writing, and basic mathematics
5. Experience working with computer technology

**DESIRED QUALIFICATIONS:**

1. Successful supervisory experience
2. Limited Lawn and Ornamental Pesticide License from the state of Florida or the equivalent
3. Experience in one or more of the building trades

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Follow instructions and complete tasks efficiently
2. Communicate effectively in written and oral form using positive interpersonal skills
3. Multi-task various work assignments in a time efficient manner
4. Basic skills and safety knowledge in the areas of electrical, plumbing, heating, ventilation, and air conditioning (HVAC), landscaping, and other trade skills

**REPORTS TO:** Plant Manager

**SUPERVISES:** Assigned custodial staff and contracted lawn service (if applicable)

**PERFORMANCE RESPONSIBILITIES:**

**Supervising and Directing Custodial Staff of the School**

1. Provide leadership in training custodial employees in proper safe work practices
2. Demonstrate proper cleaning and maintenance techniques to the custodial staff
3. Assist with making recommendations for the employment and assignment of personnel
4. Assist the Plant Manager in supervising and evaluating personnel

5. Keep the Plant Manager informed of cleaning and maintenance problems and progress
6. Maintain daily communications with the Plant Manager regarding faculty requests

### **Operation of Facility**

1. Maintain air conditioning and heating systems by performing minor repairs, including filter replacement
2. Paint halls, classrooms, and other areas of the building as needed
3. Maintain assigned equipment in proper working order
4. Maintain school grounds, lawns, sprinkler systems and keep bushes and trees trimmed
5. Perform minor repairs to the school plumbing and electrical systems including fire alarm insight and miscellaneous repairs of doors, windows, locks, desks, lockers, etc.
6. Maintain roof by periodically cleaning the roof surface, gutters and downspouts and keeping tree branches cut away from building edges
7. Assemble various types of furniture and equipment
8. Continue education in school plant technology, including current required licensing and certifications
9. Perform other maintenance functions as needed for the plant

### **Clerical Duties**

1. Order equipment, janitorial supplies, and other needed items
2. Accept and sign for deliveries made to the school
3. Write work orders and descriptions of repair services needed to the district maintenance department
4. Use the computer for e-mail and to process work orders

### **Other**

1. Adjust work hours to meet the needs of the school
2. Serve as a district representative at emergency shelters as determined by the Superintendent
3. Perform other duties as assigned