

Junction City Elementary School District

JOB TITLE: PLANT MANAGER/MAINTENANCE

SALARY LEVEL: Starting Hourly Wage \$18.36 - \$26.95 (depending on years of experience)
12 Months/Approximately 16 hours per week

REPORTS TO: Superintendent or Designee

SUMMARY: Under the direction of the Superintendent, perform grounds, maintenance custodial and repair duties; assist in the direction of custodial; assist with grounds upkeep, maintenance and repair; perform other related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Perform basic level plumbing, electrical, HVAC, concrete, carpentry and construction work.
2. Schedule and perform various school maintenance and custodial tasks to keep school safe and operating.
3. Inspect buildings and grounds for broken equipment and report the need for repairs.
4. Perform regular preventive maintenance on heating and air conditioning systems.
5. Sustain a reasonable inventory of supplies and equipment by alerting the Superintendent or Designee when ordering is necessary.
6. Maintain school grounds, landscaping and general school exterior.
7. Maintain/trim/prune/water trees, lawns, and shrubs.
8. Control weeds and pests and keep compliant with integrated pest management.
9. Operate lawn mowers, edger, sweepers, weed trimmers, table saw, and other maintenance equipment and tools as needed.
10. Maintain custodial and maintenance equipment and keep in good repair.
11. Inspect the cleanliness of facilities to maintain the highest standard possible.
12. Thorough cleaning and restoration of school plant during the summer and other time periods when campus is closed to students.
13. Provide assistance and services required for various educational, athletic, social and civic activities.
14. Paint both interior and exterior of district facilities as needed.
15. Shovel snow and remove/manage ice along walkways and parking areas.
16. Ensure that the school is safe and secure at the end of the last shift.
17. Make recommendations to the Superintendent for immediate and long-range building and grounds needs.
18. Perform basic record keeping, report writing, and word processing.
19. Perform related duties as assigned by the Superintendent.

QUALIFICATION REQUIREMENTS:

KNOWLEDGE OF:

- Basic level skills in plumbing, electrical, HVAC, concrete, carpentry and construction work.
- Basic level skills with tools and equipment used in building maintenance and construction.
- Basic word processing and technology skills.

ABILITY TO:

- Perform heavy manual labor.
- Follow oral and written instructions.
- Establish and maintain effective working relationships with students, teachers, public and other District employees.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Person performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects and occasionally will lift up to 90 pounds.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information.
- The manual dexterity to operate equipment and use hand tools, and handle the work with various materials and objects.

ENVIRONMENT

- Work environment – indoors and outdoors
- Temperature – normal climate, occasional adverse weather conditions
- Chemical exposure – occasional: fertilizer, herbicides, pesticides, gasoline, oil, solvents
- Noise/vibrations – frequent: mower, blower, and various power tools
- Fumes/gases/odors – occasional: gasoline, oil, solvents
- Dust – frequent: blower, sander and concrete
- Work surfaces – grass, asphalt, concrete and rough terrain

EXPERIENCE AND EDUCATION

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

EXPERIENCE:

Minimum of 2 years maintenance experience preferred.

EDUCATION

Equivalent to completion of high school.

LICENSE REQUIREMENT

Possession of a valid California Driver's License.

Meet District Approved Driver Requirements (Clear DMV Report)

GENERAL INFORMATION

As a condition of employment, applicants shall be required to undergo a physical examination, including a routine drug screen.

Date available for employment: _____

Do you possess a valid California Drivers License? Yes No Class: _____

License#: _____

Have you passed the Trinity County Office of Education
CODESP Instructional Aide Proficiency Exam? Yes No Date Passed: _____

What equipment, machines, or technology can you operate? _____

Are any criminal charges or proceedings pending against you? Yes No (If yes, please explain on a separate sheet)

Have you been convicted of any offense involving the sexual molestation, physical or sexual molestation, physical or sexual abuse, or rape of a child? Yes No (If yes, please explain on a separate sheet)

Have you ever been convicted of any felony or misdemeanor? Yes No
If yes, when, where and disposition of case(s). NOTE: A conviction may not necessarily disqualify you from the job for which you have applied)

May we contact your present employer? Yes No _____
Employers phone #

REFERENCES

Name of Reference	Position	Address	Phone Number

I hereby certify that all statements made hereon are true and correct to the best of my knowledge and authorize investigation of all statements herein recorded.

Signature of Applicant _____

Date _____

AN EQUAL OPPORTUNITY EMPLOYER