



NEW:

11/15/2016

JOB TITLE:	PLANT OPERATOR II
DIVISION	DISTRICTWIDE INSTRUCTIONAL PROGRAMS
SALARY SCHEDULE/GRADE:	II, GRADE 3
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8607
BARGAINING UNIT:	CLAJ

SCOPE OF RESPONSIBILITIES

Responsible for the safe and healthful operation of the physical plant and grounds; directs and participates with the housekeeping staff in custodial functions and preventative maintenance. Supervises four (4) or more custodial staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervise and organize the work of the housekeeping staff and participates in custodial activities to accomplish daily, periodic, and annual cleaning

Implement the established cleaning standards and methods using approved products and equipment

Conduct preventative maintenance program (minor maintenance) of facilities and grounds. Arrange for maintenance beyond capabilities

In cooperation with the principal/building manager, evaluate, recommend promotion, transfer and disciplinary action of custodial staff

Observe established severe weather procedures and performs building checks

Ensure proper maintenance of the grounds to include snow and weed removal from sidewalks and steps.

Maintain an inventory of custodial supplies and equipment, reordering as necessary

Schedule custodial services as necessary for extra-curricular (after hours) activities

Perform other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Recommendation of principal or school center head

Successful completion of JCPS plant operator assessment and training program

Effective communication skills

DESIRABLE QUALIFICATIONS

Footnote

Steps 0-5 Non-Exempt, paid hourly based on Federal exempt minimum
Steps 6-14 Exempt, paid daily as salaried employee