

JOB DESCRIPTION

TITLE

PLANT OPERATOR

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or GED. Extensive experience in the operation and maintenance of plumbing, electrical, or air conditioning systems. Limited pesticide license or the ability to obtain one within six months. Knowledge of and general ability in preventative maintenance. Experience with custodial staffs.
Language Skills	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
Mathematical Skills	Ability to add, subtract, multiply and divide in all units of measure in U.S./metric equivalent, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
Certificate/License	Limited pesticide license (or ability to obtain one within six months)
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form in English language. Ability to deal with problems involving several concrete variables in standardized situations.
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 functions. While performing the duties of this job, the employee is regularly required to sit. The employee is required to talk and hear. The employee is required to stand; walk; use hand to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition,

the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Moderate noise may be experienced (i.e. business office with computers and printer, light traffic).

REPORTS TO Principal

GENERAL RESPONSIBILITIES

1. Responds to and supports the principal in the daily mechanical operation and maintenance of the facility. Is evaluated by the Principal with input from the Director of Maintenance.
2. Takes general direction and guidance from the Director of Maintenance and Operations or designee.
3. Operates and maintains school facilities and the electrical, plumbing and mechanical systems as described below. Performs repairs and preventive maintenance.
4. Submits and tracks work requests and follows up to ensure work is satisfactorily completed
5. Supervises the Head Custodian and custodial staff.
6. Evaluates the Head Custodian and custodial staff with input from the principal.

SPECIFIC RESPONSIBILITIES

1. Performs general maintenance and repair of electrical, plumbing, mechanical systems, and furniture and equipment within the school.
2. Submits work requests to the Department of Maintenance for maintenance and repair work beyond his/her capability. Maintains a log of work requests, tracks and reviews to ensure completion. Inspects and signs off on completed work.
3. Administers a key control system for the facility as directed by the principal.
4. Assures that the school is opened and closed daily as directed by the principal.
5. Establishes procedures for locking, checking and safeguarding facilities in accordance with guidelines provided by the principal. Makes hardware repairs as needed. Makes temporary repairs where appropriate and submits work requests.

6. Conducts daily inspections of fire control and safety devices to ensure all are in operation. Responds to fire alarms and maintains the log, recording alarms and troubles. Monthly inspects fire extinguishers, sprinklers, fire doors, fire risers, and other safety items, including pumps, sprinkler heads, hydrants, and other associated equipment. Maintains required records. Performs maintenance and repair or submits work requests as appropriate. Has knowledge of and building prints for fire sprinkler shutoff valves and gas shutoff valve locations.
7. Conducts daily inspections of air conditioning and ventilation systems to ensure all are in operation. Performs repairs or submits work requests as appropriate. Checks thermostats for proper settings. Inspects drive belts, couplings, motors, pumps, and controls, and initiates corrective action. Changes filters more frequently than published schedules if required by inspection. Monitors the energy management system and coordinates with the Department of Maintenance and Operations to ensure proper regulation and scheduling of air conditioning and ventilation systems. Assists the principal in implementation of the school energy conservation programs.
8. Conducts daily inspections of the facility to identify water leaks or other accumulations of moisture. Takes immediate corrective action by repairing the leak or submitting an emergency work request. Follows through and re-inspects to ensure work is satisfactorily completed. Replaces damaged/wet ceiling tiles. Instructs the Head Custodian regarding damaged/wet carpet and/or submits a work request for replacement if required.
9. Inspects plumbing systems daily. Makes repairs to toilets, sinks, and water fountains. Inspects lift stations weekly, recording operating times and reporting any deficiencies. Periodically checks emergency fire sprinkler systems. Submits work requests as needed. Has knowledge of and building prints for potable water shutoff valves.
10. Inspects lighting systems weekly, to include those in gyms and outdoor athletic areas. Replaces bulbs as required and otherwise ensures replacements are made. Inspects and operates emergency generator and lighting systems and corrects or reports deficiencies as appropriate and submits monthly inspection reports to the Maintenance Department.
11. Inspects building interiors and exteriors weekly, to include windows, floors, doors, carpet, exterior finishes, walkways, stairways, etc. Performs repairs such as: masonry patches, patching holes in walls, sanding, and painting, repair or replacement of glazing and minor carpet patching. Submits work requests as required.
12. Conducts checks of public address and other communication systems as directed by the principal. Performs maintenance and repair or submits work requests as needed.
13. Supervises the Head Custodian and custodial staff at the direction of the Principal. Inspects work of the Head Custodian and custodial staff and takes corrective action. Provides direction for limited maintenance to be accomplished by the custodial staff. Coordinates daily with the Head Custodian regarding maintenance deficiencies discovered by the custodial staff and conducts repairs or submits work requests.
14. Prepares work/purchase requests for maintenance/custodial equipment and supplies.

15. Assists the principal and school administration in management of real property.
Conducts inventories, establishes accountability procedures, and performs related tasks as required.
16. Performs other duties as assigned by the Principal and/or Maintenance.