



## EL MONTE UNION HIGH SCHOOL DISTRICT CCE (Management) Employment Opportunity

EMUHSD IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/HANDICAPPED/TITLE IX EMPLOYER

### #4 - PLANT MANAGER El Monte-Rosemead Adult School

**Opening Date: July 14, 2021**

**Closing Date: July 27, 2021 @ 12:00 p.m.**

**Hours:** 40 Hrs. Per Week  
6:30 a.m. to 3:00 p.m. Monday thru Friday

**Rate:** \$5,105 - \$6,220 Per Month  
(R-19 CCE Schedule)

**Effective:** ASAP

**Duration:** 12 Months

**REQUIRED:** Proof of HS graduation or equivalent required plus four (4) years of experience in trades work, including two years experience in a supervisory capacity. Basic computer skills, valid California Driver's license and a good driving record with the ability to maintain insurability under the District's vehicle insurance policy, OSHA 10-hour safety certificate.

All interested applicants, who are not current EMUHSD employees, must apply through the Edjoin online application system to be considered for this position. Please review the job description for a complete understanding of the requirements of this position. All required documents must be submitted through Edjoin as well. Current EMUHSD employees may submit the in-district application and evidence of meeting minimum qualifications to Human Resources on or before the closing date.

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The following documents are required for an application to be considered complete.

- Letter of Introduction (Please address your letter to Robin Torres, Assistant Superintendent for Human Resources. Include an explanation of your training and experiences as they relate to the position and explain why you are interested in being considered for this position.)
- Letter(s) of Recommendation (Please include three (3) current letters of recommendation/reference. Your letters should be dated within the last three years.)
- Resume
- Proof of HS graduation or equivalent
- Copy of valid CA driver's license
- Copy of current DMV printout to ensure ability to be insured under District's liability insurance carrier
- OSHA 10-hour safety certificate

#### **BASIC FUNCTION:**

Under the direction of the Director of Maintenance, Facilities, Operations, and Transportation and in collaboration with the Site Principal or designee, this individual plans, organizes, coordinates, and supervises the grounds, custodial, and building maintenance activities of assigned plant; inspects facilities and consults with maintenance personnel and District administrators to coordinate and prioritize work projects; trains, assigns, supervises, and evaluates the work of assigned personnel involved in grounds, maintenance, and custodial assignments.

#### **DISTINGUISHING CHARACTERISTICS:**

This single position class is responsible for planning, organizing, coordinating, and supervising the grounds, building, and custodial personnel of assigned plant. The individual is responsible for managing and coordinating the day-to-day operations of the site's grounds, maintenance, and custodial staff and working in collaboration with the site administrators to ensure a safe, clean, well-maintained, and orderly campus facility. Additionally, the individual is held accountable for ensuring a smooth, efficient, and safe operation of the site's facilities and equipment as well as the maintaining a safe work environment for all. Responsibilities are broad and diverse in scope and require a high degree of independent judgment, discretion, and integrity.

## CLASSIFICATION CHARACTERISTICS:

This is a position within CCE. It is a confidential/management position and is supervisory in nature.

## REPRESENTATIVE DUTIES:

*(Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)*

- Plans, organizes, coordinates, supervises, and engages in the day-to-day grounds and custodial activities of assigned plant; **E**
- Assures the proper and efficient maintenance, cleaning, and repair of District buildings and facilities; **E**
- Oversees work in progress and ensures proper completion of work orders and contracts; **E**
- Develops and maintains a preventative maintenance program;
- Inspects site buildings, equipment, utility systems, and facilities to determine needed maintenance and repair;
- Inspects the work of night crews to ensure completion of assigned projects; **E**
- Consults with District maintenance personnel, administrators, and outside contractors to coordinate, prioritize, and schedule work projects, student activities and events; **E**
- Supervises and evaluates the performance of assigned staff; **E**
- Assigns and reviews work and participates in selection of new personnel as assigned; **E**
- Recommends and participates in disciplinary actions as needed; **E**
- Develops and prepares work schedules; **E**
- Reviews maintenance reports and work orders to determine materials, labor, and time requirements; prioritizes and coordinates duties and assignments to ensure effective work flow and facility operations; **E**
- Determines needed equipment, materials and supplies for the District maintenance operations;
- Requisitions a variety of supplies, maintenance tools and equipment; assures proper receipt of ordered materials; **E**
- Provides written and oral reports to higher-level administrators regarding project status relating to scope, schedule, and budgets; **E**
- Supervises and assists in the repair of electrical motors, heating and air conditioning equipment, plumbing, key control, electrical, cement, and carpentry work; **E**
- Conducts a variety of informational and instructional meetings for maintenance and operations staff to assure safe and proper work practices; **E**
- Programs and sets intrusion alarms and clocks for various schedules;
- Responds to on-call emergencies and communicate with security or police, as required; **E**
- Prepares and maintains records, files, logs, and reports related to personnel, payroll, inventory, supplies work requests, work performed, vandalism, and safety issues;
- Participates in a variety of custodial, maintenance, and repair activities as necessary;
- Reads and interprets building plans, blueprints, and specifications and ensures conformance with building and safety codes, regulations and requirements; **E**
- Perform related duties, as assigned.

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

- Methods, materials, and equipment used in custodian and general building maintenance work
- Requirements of maintaining buildings and facilities in good repair
- Appropriate safety precautions and procedures
- Cleaning equipment, tools, materials, and supplies used in custodial work
- Methods, equipment, and materials used in custodial and general building maintenance work
- Principles and practices of supervision and training
- Proper methods of storing equipment, materials, and supplies
- Oral and written communication skills in English
- Record-keeping techniques
- Shop math
- Computer skills with electronic work order system, Word, Excel, and other Office Suite programs
- Operation and use of hand and power tools and equipment

### ABILITY TO:

- Plan, organize, coordinate, and supervise the grounds, custodial and building maintenance activities of assigned plant
- Estimate and order custodial, grounds, and building maintenance supplies
- Assist skills personnel in the maintenance and repair of buildings and facilities
- Inspect facilities for maintenance and repair need and fire, safety, and health hazards

- Prioritize and schedule work
- Estimate materials and labor costs
- Work independently with little direction
- Communicate effectively both orally and writing
- Maintain detailed records and prepare reports
- Establish and maintain cooperative and effective working relationships with others
- Perform heavy physical labor
- Observe legal and defensive driving practice

**WORKING CONDITIONS:** Indoor and outdoor setting

***Physical Requirements:***

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Work includes indoor and outdoor environment; subject to adverse weather conditions.
- While performing the duties of this class, an employee regularly requires moderate lifting of 15-44 pounds, walking about site property, bending, kneeling, climbing, and visual, hearing, and verbal abilities. Incumbents may be exposed to working around machinery with moving parts, chemical fumes, hazardous materials, and noise from equipment operation. Working hours may vary according to scheduling.
- While performing the duties in this class, the employee is regularly required to use written and oral communication skills, read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; use basic math and basic skills required in the maintenance, grounds and custodial areas; learn and apply new information or skills; perform work on multiple, concurrent tasks with constant interruptions.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

For further information, you may call (626) 444-9005, extension 9819.

The EMUHSD provides equal employment opportunities for all people and does not discriminate in educational programs and activities or in the employment of personnel and the process therein on the basis of any protected class.