

Job Description

Job Title: **Physical Plant Operator**
 Job Family: **Custodial**
 Pay Program: **Classified**
 Prepared/Revised Date: **November 8, 2007**

Job Code: **1109**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 22**
 Typical Work Year: **12 months**

SUMMARY: Plan, supervise and perform work involving scheduled and non-scheduled repairs, spot cleaning and physical operation of the entire facility of the Educational Support Center or a high school, including, but not limited to, swimming pools, tennis courts, weight rooms, gymnasiums, stadiums, conference areas, auditoriums, offices, instructional rooms, kitchens, shop areas, etc. Maintain the physical plant and sanitary standards of a district facility. Operate heating, ventilating and air conditioning equipment, perform preventative maintenance and non-scheduled maintenance, and maintain safety standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Operate and maintain building/complex systems including fire alarm, security, heating, ventilating and air conditioning as well as other mechanical equipment. Read diagrams, simple blueprints and written instructions. Perform scheduled maintenance on all equipment, including, but not limited to, filters, plumbing, carpentry and air handling preventative maintenance and periodic maintenance. Check for proper functioning of boiler operations. Inspect air conditioning and blower systems. Replace filters. Maintain record of inspection, inventory and maintenance of equipment. Keep log of operation and temperature reading.	D	25%
2. Perform minor repairs and building modifications, including, but not limited to, repairing, moving and assembling furniture and lockers; painting, hanging teaching aids, overseeing and participating in construction and facility modifications requests (GMR) projects; monitoring indoor air quality; and initiating work order requests for repairs and modification projects. Organize and prioritize repair or maintenance requests, submit requests and work with technician or contractor to ensure completion and satisfaction.	D	25%
3. Oversee, plan and assign work for custodians; cleaning and general upkeep of the entire facility including grounds, snow removal, sweeping sidewalks, trash and litter removal, mowing, spraying and removing weeds. Implement snow removal plan. Coordinate with Custodian or Lead for inspections of facility and grounds to assure maintenance of safety, sanitary and security standards. Order supplies, equipment, tools and parts related to operation and maintenance of facility. Perform custodial duties and maintain cleanliness throughout building. Operate and maintain equipment use. Keep records and perform inspections related to custodial operations of facility. Participate in selection of custodial staff. Conduct evaluation of all custodial staff and evaluate and initiate progressive discipline. Provide training and instruction to Lead Custodian and other personnel.	D	25%
4. Monitor and perform unscheduled maintenance of boilers, facility equipment and systems. Make emergency repairs and adjustments to machinery, building systems including clogged plumbing and building system components as needed. Make minor repairs and adjustments to buildings, machines, electronics and plumbing system. Train custodial staff in emergency shut off and control valve locations and proper operation.	D	10%
5. Communicate with others to ensure building and individual custodial needs are met. Respond to and complete maintenance requests for building occupants.	D	5%
6. Prepare work orders and facility modification requests. Provide technical assistance and communicate with service personnel and contractors.	D	5%
7. Direct and assist with building and moving of modular furniture, other furniture and equipment. Distribute freight and move heavy equipment and warehouse orders.	D	3%
8. Perform other job-related duties as assigned.	Ongoing	2%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Must be at least 18 years old.
- Additional courses or specialized training in one or more of the following trades areas: HVAC, DDC control, Carpentry, Electrical and Plumbing.
- Incumbent will be given additional training in other areas.
- Minimum of five years of experience in custodial and/or maintenance. Minimum of 3 years experience in Carpentry, Electrical or Plumbing. Minimum of 1 year in basic HVAC and 2 years in basic plumbing and/or basic electrical. Minimum of one year supervisory experience.
- Must successfully complete the following District courses within one year after entering position: Classified Evaluation System, Facilitating Improved Performance, Progressive Discipline, Conflict Management, and Interviewing & Hiring.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Successful completion of a pre-hire, post-offer physical examination.
- BOCES and AHERA required within 3 months after hire.
- Hydraulic Lift Operation required within one year after entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge and ability to understand, work with, make minor repairs to and troubleshoot all systems within a complex facility.
- General understanding of all major building systems: HVAC; Fire, Intercom and Security; Plumbing; Electrical; Landscaping; Building Maintenance.
- Critical thinking and problem solving skills.
- Knowledge of electrical, plumbing, heat and cooling equipment.
- Knowledge of testing equipment and ability to diagnose operational malfunctions.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to resolve conflict and problem solve.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, and Outlook.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of custodial cleaning equipment, industrial and domestic winter/summer yard care equipment and digital testing equipment and power tools required for hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Custodial Operations Manager	071107

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Lead Custodian	1	1103
	Custodian	5	1105

- Responsible for interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; assisting with rewarding, disciplining and terminating employees; and addressing complaints and resolving problems.
- Required to carry and respond to pager during assigned shift.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for operating budget including resources for employee overtime and substitute employees.
- Responsible for ensuring resources are used responsibly and ensuring the crew has adequate supplies and equipment necessary to complete their jobs.
- Authorize expenditures for department supplies and equipment.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	

VISION DEMANDS:	Required
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	