

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**CLASSTITLE: OPERATIONS SUPERVISOR**

**BASIC FUNCTION:**

Under direction of the Director-Facilities, Maintenance and Operations, plan, coordinate and supervise the day-to-day operations of the District's custodial and grounds departments; during times when students are not in session, or for special needs as determined by District administration, may be involved directly in the daily supervision of Day Custodians; train, supervise and evaluate the performance of assigned staff.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Plan, coordinate and supervise the day-to-day operations of the District's custodial and grounds departments.

Train, supervise and evaluate the performance of assigned staff; interview and select staff as assigned.

Develop and prepare work schedules; prioritize and coordinate duties and assignments of operations crews.

Inspect work performed by custodial and grounds crews to ensure quality standards and compliance with established standards; assure efficient and effective workflow and facilitate operations; adjust work schedules as necessary.

Provide technical guidance and support to site administrators related to custodial schedules, work performance, and other related matters; provide training and instruction to site personnel, as requested; during times when students are not in session, or for special needs as determined by District administration, may be involved directly in the daily supervision of Day Custodians.

Communicate with District and site administrators, personnel, vendors, outside organizations and others to coordinate services, supplies and materials.

Develop and implement routine and preventive maintenance program for landscaped areas and sports fields, including mowing, pruning, watering, planting, and irrigation services.

Develop, prepare and/or review plans and specifications for landscape services; coordinate and inspect work of outside contractors working on designated projects.

Develop and administer the District's pest control system.

Plan and schedule repairs and maintenance related to buildings, grounds and grounds equipment.

Assist in the preparation and administration of a comprehensive employee training program to ensure proper cleaning, building and grounds maintenance techniques, injury prevention and efficiency.

Respond to routine and emergency calls districtwide during and after regular school hours.

Maintain a variety of records and prepare reports related to assigned activities; prepare purchase requisitions; work orders; cost, time and labor estimates, plans and bids, etc.

Operate a computer and other office equipment as assigned.

Attend and conduct a variety of meetings, workshops, and trainings; drive a vehicle to various sites throughout the workday to conduct work, as necessary.

**OTHER DUTIES:**

Perform other related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Technical aspects of fields of specialty.

Techniques, supplies, tools, and equipment used in custodial operations and grounds maintenance.

Principles and practice of supervision and training.

District evaluation practices and procedures.

Scheduling and coordinating activities of a crew.

Oral communication skills.

Health and safety regulations.

Record keeping techniques.

Oral and written communication.

**ABILITY TO:**

Plan, organize and supervise day-to-day custodial and grounds activities.

Supervise, train, and evaluate performance of assigned personnel.

Operate tools and equipment skillfully and safely.

Oversee and inspect contract work.

Prepare and maintain records and reports.

Meet schedules and deadlines.

Analyze situations accurately and adopt effective course of action.

Work independently with limited direction.

Communicate effectively both orally and in writing.

Understand and carry out oral and written instructions.

Establish and maintain effective lines of communication and working relationships.

Be physically able to maintain an active work schedule.

Perform fundamental mathematic calculations.

Read plans and specifications and prepare cost estimates.

Operate computer, assigned software and standard office equipment.

Operate vehicles safely; operate mobile phone.

**EDUCATION AND EXPERIENCE:**

Any combination of education, training and/or experience equivalent to: graduation from high school and at least five years of combined experience and training appropriate to custodial and grounds operations, with a minimum of two (2) years supervisory experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Maintain qualification for automobile insurance coverage.

Driving a vehicle to conduct work.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Driving a vehicle to conduct work.  
Afternoon and evening hours, as necessary.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.  
Seeing to read a variety of materials and observe work needs, progress and completion.  
Sitting or standing for extended periods of time.  
Walking over rough or uneven surfaces to conduct inspections.  
Dexterity of hands and fingers to operate a computer and other equipment.  
Bending at the waist, kneeling or crouching to inspect work.  
Reaching overhead, above the shoulders and horizontally.  
Lift and/or move up to 50 pounds.  
Operate vehicle to conduct work.

**HAZARDS:**

Regular exposure to fumes from cleaning agents and chemicals, dust, dirt, oil/grease.  
Operating machinery and hand tools having moving parts.  
Working at heights.

**CLEARANCES:**

Criminal Justice Fingerprint/Background  
Tuberculosis  
Pre-placement Physical and Drug Screen