

REVISED:  
07/17/2019  
07/09/2025

Submitted:  
07/16/2019  
06/24/2025

JOB TITLE:	PLANT OPERATOR I (SUPERVISES LESS THAN 4)
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB / GRADE <b>5 9</b>
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8582
BARGAINING UNIT:	<b>CLAJ CLAH</b>

SCOPE OF RESPONSIBILITIES
Assumes responsibility 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 less than four (4) custodial staff.

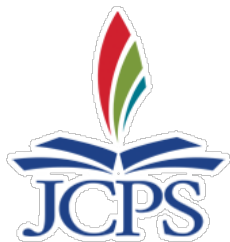
PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises and organizes the work of the housekeeping staff and participates in custodial activities to accomplish daily, periodic, and annual cleaning
Implements the established cleaning standards and methods using approved products and equipment
Conducts preventative maintenance program (minor maintenance) of facilities and grounds; arranges for maintenance beyond capabilities
Evaluates, recommends promotion, transfer, and disciplinary action of custodial staff in cooperation with the Principal/building manager,
Observes established severe weather procedures and performs building checks
Ensures proper maintenance of the grounds to include snow and weed removal from sidewalks and steps
Maintains an inventory of custodial supplies and equipment, reordering as necessary
Schedules custodial services as necessary for extra-curricular (after hours) activities
Evaluates staff as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Perform other duties as assigned 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
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Experience in a diverse workplace



REVISED: 07/09/2025  
Submitted: 06/24/2025

JOB TITLE:	PLANT OPERATOR I (SUPERVISES LESS THAN 4)
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB / GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8582
BARGAINING UNIT:	CLAH

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility 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 less than four (4) custodial staff.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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

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

Conducts preventative maintenance program (minor maintenance) of facilities and grounds; arranges for maintenance beyond capabilities

Evaluates, recommends promotion, transfer, and disciplinary action of custodial staff in cooperation with the Principal/building manager,

Observes established severe weather procedures and performs building checks

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

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

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

Evaluates staff as assigned

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Perform other duties as assigned 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

Experience in a diverse workplace



REVISED:      Submitted:  
~~07/01/2024~~      ~~03/26/2024~~  
 07/09/2025      06/24/2025

JOB TITLE:	SPECIALIST FACILITY MANAGEMENT SERVICES
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8178
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Manages supervises and supports Facility Management Coordinators, Plant Operator Trainees and Lead Utility Worker to ensure all buildings are maintained in a manner that provides a clean and healthy environment suitable for education for students and staff. Ensures all building level maintenance tasks are completed according to JCPS procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists with coordination, preparation, and evaluation of standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standard
Assists with development and execution of professional training programs, including in-service and seminars for Facility Management Coordinators, plant operators, plant operator trainees, sub plant operators, custodians, substitute and temporary employees
Manages, supervises and supports Facility Management Coordinators with daily operations
Manages, supervises and supports all aspects of the Plant Operator Trainee Program (Recruiting, Interviewing, Assignments, etc.) Ensures refresher training courses take place throughout the year for a successful transition into a leadership role as a Plant Operator
Assists with development of Excel and Google documents to improve communication and efficiency of daily operations within Facility Management
Assists with the preparation of bid specifications and manages evaluation programs for selection of quality custodial supplies and equipment; maintains liaison with other departments to maintain a full up to date inventory of quality custodial supplies and equipment
Assumes responsibility for technology, time clocks and absence management programs as well as training
Approves supply orders for schools and ensures supplies are ordered in a timely manner
Assists with equipment orders and equipment inventory across the district. Makes equipment recommendations for purchasing and replacement to support Facility Management site-based employees
Assists with the production of professional training films, instructional programs, and preparation of the written Facility Management manual
Supervises plant operator trainees, evaluates their work performance, and initiates disciplinary action as necessary
Oversees the interview process to screen and select quality applicants for Facility Management

positions
Assists with time studies when applicable
Develops and manages department awards and recognition programs to celebrate employee accomplishments
Participates as a member in the Housekeeping Advisory Committee and the employee relations meetings as assigned
Evaluates staff as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by the Director of Facility Management
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

#### PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D

Three (3) years of successful experience in housekeeping practices and procedures or other equivalent experience

Valid driver's license

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Experience managing housekeeping programs and personnel

Bachelor's degree

Knowledge of a variety of housekeeping supplies, materials and equipment

Experience in a diverse workplace

Ability to communicate with multi-lingual employees



REVISED: 07/09/2025  
Submitted: 06/24/2025

JOB TITLE:	SPECIALIST FACILITY MANAGEMENT SERVICES
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8178
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Manages supervises and supports Facility Management Coordinators, Plant Operator Trainees and Lead Utility Worker to ensure all buildings are maintained in a manner that provides a clean and healthy environment suitable for education for students and staff. Ensures all building level maintenance tasks are completed according to JCPS procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists with coordination, preparation, and evaluation of standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standard
Assists with development and execution of professional training programs, including in-service and seminars for Facility Management Coordinators, plant operators, plant operator trainees, sub plant operators, custodians, substitute and temporary employees
Manages, supervises and supports Facility Management Coordinators with daily operations
Manages, supervises and supports all aspects of the Plant Operator Trainee Program (Recruiting, Interviewing, Assignments, etc.) Ensures refresher training courses take place throughout the year for a successful transition into a leadership role as a Plant Operator
Assists with development of Excel and Google documents to improve communication and efficiency of daily operations within Facility Management
Assists with the preparation of bid specifications and manages evaluation programs for selection of quality custodial supplies and equipment; maintains liaison with other departments to maintain a full up to date inventory of quality custodial supplies and equipment
Assumes responsibility for technology, time clocks and absence management programs as well as training
Approves supply orders for schools and ensures supplies are ordered in a timely manner
Assists with equipment orders and equipment inventory across the district. Makes equipment recommendations for purchasing and replacement to support Facility Management site-based employees
Assists with the production of professional training films, instructional programs, and preparation of the written Facility Management manual
Supervises plant operator trainees, evaluates their work performance, and initiates disciplinary action as necessary

Oversees the interview process to screen and select quality applicants for Facility Management positions
Assists with time studies when applicable
Develops and manages department awards and recognition programs to celebrate employee accomplishments
Participates as a member in the Housekeeping Advisory Committee and the employee relations meetings as assigned
Evaluates staff as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by the Director of Facility Management
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

#### PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D

Three (3) years of successful experience in housekeeping practices and procedures or other equivalent experience

Valid driver's license

Effective communication skills

#### DESIRABLE QUALIFICATIONS

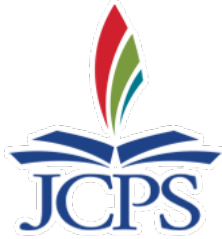
Experience managing housekeeping programs and personnel

Bachelor's degree

Knowledge of a variety of housekeeping supplies, materials and equipment

Experience in a diverse workplace

Ability to communicate with multi-lingual employees



REVISED:            Submitted:  
~~07/01/2024~~        ~~03/26/2024~~  
 07/09/2025        06/24/2025

JOB TITLE:	ASSISTANT FACILITY MANAGEMENT SERVICES
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8579
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
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Assists the Manager Facility Management by serving as a resource for all cost centers within the District and assisting with the planning and facilitation of training programs. Performs all phases of physical labor required within Facility Management Department.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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Assists with planning and facilitating of training programs for substitute custodians, custodians, plant operator trainees, and plant operators: this includes initial employment, promotional, and annual training as well as on-going professional development programs

Assists with the development of training materials

Assists with Facility Management site-based employee retraining as needed

Assists with the management of assignment of substitute and floater custodians

Assists with the evaluation of all District facilities and District Facility Management evaluation programs

Assists cost centers with time and motion studies

Assists cost centers with scheduling of custodians

Assists cost centers with project and non-routine scheduling

Works closely with Coordinator Facility Management of night operations to ensure District needs are met

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS
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This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.



The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Three (3) years successful experience in custodial practices and procedure
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Plant operator experience
Experience in a diverse workplace
Experience working with multi-lingual employees



REVISED: 07/09/2025  
Submitted: 06/24/2025

JOB TITLE:	ASSISTANT FACILITY MANAGEMENT SERVICES
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8579
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Assists the Manager Facility Management by serving as a resource for all cost centers within the District and assisting with the planning and facilitation of training programs. Performs all phases of physical labor required within Facility Management Department.

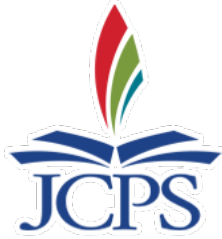
PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists with planning and facilitating of training programs for substitute custodians, custodians, plant operator trainees, and plant operators: this includes initial employment, promotional, and annual training as well as on-going professional development programs
Assists with the development of training materials
Assists with Facility Management site-based employee retraining as needed
Assists with the management of assignment of substitute and floater custodians
Assists with the evaluation of all District facilities and District Facility Management evaluation programs
Assists cost centers with time and motion studies
Assists cost centers with scheduling of custodians
Assists cost centers with project and non-routine scheduling
Works closely with Coordinator Facility Management of night operations to ensure District needs are met
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS
This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Three (3) years successful experience in custodial practices and procedure
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Plant operator experience
Experience in a diverse workplace
Experience working with multi-lingual employees



REVISED:            Submitted:  
~~07/01/2024~~        ~~03/26/2024~~  
 07/09/2025        06/24/2025

JOB TITLE:	COORDINATOR FACILITY MANAGEMENT SERVICES
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8180
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Manages and supervises all aspects of Facility Management in an assigned area, providing on-site support, training and technical assistance to site-based employees (Plant Operators, Plant Operator Trainees, Team Leads, Facility Management Assistant, Custodians, Substitute and Temporary Employees) as necessary in all areas of Facility Management. Ensures site-based employees are customer service oriented; buildings are safe, clean and healthy. Responsible for safety and compliance with industry standards that is suitable for students and staff. Responsible for completion and follow-up of routine inspections; communicates important program information to all stakeholders and assists in the development of instructional and informational materials related to the area of assignment. Collaborates with Human Resources regarding services related to recruitment, interviews, hiring and payroll. Communicates with Employee Relations regarding site-based employee evaluation processes and assists with due process procedures. Ensures all building level maintenance tasks are completed according to JCPS procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists with coordination, preparation, and evaluation of standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standard
Assists with development and execution of professional training programs, including in-service and seminars for plant operators, plant operator trainees, night leads, custodians, substitute and temporary employees. Organizes and trains site-based personnel in floor care, equipment and technology to improve skills, knowledge and improve work efficiency
Manages and supervises Plant Operators, Plant Operator Trainees, Custodians, Substitute and Temporary Employees. Evaluates their work performance and initiates due process procedures as necessary
Communicates important information to site-based employees in a timely manner to ensure safety and efficiency of operations
Assists Plant Operators in ordering needed supplies as well as monitoring inventory and budgets
Informs the administrative staff in the department of the inspection status of each location visited and evaluated
Interviews and hires Facility Management site-based employees in a timely manner to ensure efficiency of operations
Monitors chemical safety practices in all schools and makes recommendations for improvement
Collaborates with Human Resources, Employee Relations, and Facility Management administrators to address employee performance and other issues in accordance with district requirements

Attends construction meetings to ensure buildings have the necessary support for a successful transition for the first day of school
Provides support for building emergencies (Floods, National Disasters, Inclement Weather, etc.) to ensure buildings are safe for students and staff
Reviews and advises Plant Operators and Plant Operator Trainees on efficient procedures for safety, cleanliness, supply storage, use of equipment, equipment inventory, improved efficiency, and scheduling of work assignment for the most optimum use of assigned labor
Responsible for operations; assigning team leads, housekeeping assistant, substitute and temporary employees to ensure district needs are met
Assists with enforcement of safety policies and procedures
Participates as a member in the Housekeeping Advisory Committee and the employee relations meetings as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

#### PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful experience in housekeeping practices and procedures or other equivalent experience

Valid driver's license

Effective communication skills

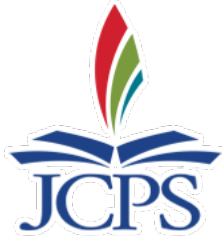
#### DESIRABLE QUALIFICATIONS

Experience managing housekeeping programs and personnel

Completion of (2) years of college work in Management

Knowledge of a variety of housekeeping supplies, chemical safety and equipment as well as industry standards

Experience in a diverse work place
Ability to communicate with multi-lingual employees



NEW:                      Submitted:  
~~07/01/2024~~            ~~03/26/2024~~  
 07/09/2025            06/24/2025

JOB TITLE:	COORDINATOR NIGHT OPERATIONS FACILITY MANAGEMENT SERVICES
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Manages and supervises all aspects of Facility Management in an assigned area, providing on-site support, training and technical assistance to site-based employees (Plant Operators, Plant Operator Trainees, Team Leads, Facility Management Assistant, Custodians, Substitute and Temporary Employees) as necessary in all areas of Facility Management. Ensures employees are customer service oriented; buildings are safe, clean and healthy. Responsible for safety and compliance with industry standards that is suitable for students and staff. Responsible for completion and follow-up of routine inspections; communicates important program information to all stakeholders and assists in the development of instructional and informational materials related to the area of assignment. Collaborates with Human Resources regarding services related to recruitment, interviews, hiring and payroll. Communicates with Employee Relations regarding employee evaluation processes and assists with due process procedures. Ensures all building level maintenance tasks are completed according to JCPS procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists with coordination, preparation, and evaluation of standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standard
Assists with development and execution of professional training programs, including in-service and seminars for, plant operators, plant operator trainees, night leads, custodians, and substitute and temporary employees. Organizes and trains personnel in floor care, equipment and technology to improve skills, knowledge and improve work efficiency
Manages and supervises Custodians, Substitute and Temporary Employees. Evaluates their work performance and initiates due process procedures as necessary
Communicates important information to employees in a timely manner to ensure efficiency of operations
Orders needed supplies as well as monitoring inventory and budgets
Informs the administrative staff in the department of the inspection status of each location visited and evaluated
Interviews and hires Facility Management employees in a timely manner to ensure safety and efficiency of operations
Monitors chemical safety practices in all schools and makes recommendations for improvement
Collaborates with Human Resources, Employee Relations, and Facility Management administrators to address employee performance and other issues in accordance with district requirements
Attends construction meetings to ensure buildings have the necessary support for a successful

transition for the first day of school
Provides support for building emergencies (Floods, National Disasters, Inclement Weather, etc.) to ensure buildings are safe for students and staff
Reviews and advises Plant Operators and Plant Operator Trainees on efficient procedures for safety, cleanliness, supply storage, use of equipment, equipment inventory, improved efficiency, and scheduling of work assignment for the most optimum use of assigned labor
Responsible for night operations; assigning team leads, housekeeping assistant, substitute and temporary employees to ensure district needs are met
Assists with enforcement of safety policies and procedures
Participates as a member in the Housekeeping Advisory Committee and the employee relations meetings as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

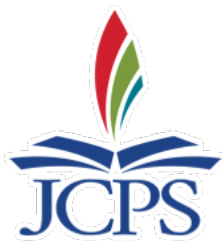
PHYSICAL DEMANDS
<p>This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.</p> <p>The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).</p>

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Three (3) years successful experience in housekeeping practices and procedures or other equivalent experience
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience managing housekeeping programs and personnel
Completion of (2) years of college work in Management
Knowledge of a variety of housekeeping supplies, chemical safety and equipment as well as industry standards
Experience in a diverse work place



Ability to communicate with multi-lingual employees



NEW: Submitted:  
07/09/2025 06/24/2025

JOB TITLE:	COORDINATOR NIGHT OPERATIONS FACILITY MANAGEMENT SERVICES
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Manages and supervises all aspects of Facility Management in an assigned area, providing on-site support, training and technical assistance to site-based employees (Plant Operators, Plant Operator Trainees, Team Leads, Facility Management Assistant, Custodians, Substitute and Temporary Employees) as necessary in all areas of Facility Management. Ensures employees are customer service oriented; buildings are safe, clean and healthy. Responsible for safety and compliance with industry standards that is suitable for students and staff. Responsible for completion and follow-up of routine inspections; communicates important program information to all stakeholders and assists in the development of instructional and informational materials related to the area of assignment. Collaborates with Human Resources regarding services related to recruitment, interviews, hiring and payroll. Communicates with Employee Relations regarding employee evaluation processes and assists with due process procedures. Ensures all building level maintenance tasks are completed according to JCPS procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists with coordination, preparation, and evaluation of standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standard
Assists with development and execution of professional training programs, including in-service and seminars for, plant operators, plant operator trainees, night leads, custodians, and substitute and temporary employees. Organizes and trains personnel in floor care, equipment and technology to improve skills, knowledge and improve work efficiency
Manages and supervises Custodians, Substitute and Temporary Employees. Evaluates their work performance and initiates due process procedures as necessary
Communicates important information to employees in a timely manner to ensure efficiency of operations
Orders needed supplies as well as monitoring inventory and budgets
Informs the administrative staff in the department of the inspection status of each location visited and evaluated
Interviews and hires Facility Management employees in a timely manner to ensure safety and efficiency of operations
Monitors chemical safety practices in all schools and makes recommendations for improvement
Collaborates with Human Resources, Employee Relations, and Facility Management administrators to address employee performance and other issues in accordance with district requirements

Attends construction meetings to ensure buildings have the necessary support for a successful transition for the first day of school
Provides support for building emergencies (Floods, National Disasters, Inclement Weather, etc.) to ensure buildings are safe for students and staff
Reviews and advises Plant Operators and Plant Operator Trainees on efficient procedures for safety, cleanliness, supply storage, use of equipment, equipment inventory, improved efficiency, and scheduling of work assignment for the most optimum use of assigned labor
Responsible for night operations; assigning team leads, housekeeping assistant, substitute and temporary employees to ensure district needs are met
Assists with enforcement of safety policies and procedures
Participates as a member in the Housekeeping Advisory Committee and the employee relations meetings as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

#### PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful experience in housekeeping practices and procedures or other equivalent experience

Valid driver's license

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Experience managing housekeeping programs and personnel

Completion of (2) years of college work in Management

Knowledge of a variety of housekeeping supplies, chemical safety and equipment as well as industry standards

Experience in a diverse work place
Ability to communicate with multi-lingual employees



REVISED: Submitted:  
07/09/2025 06/24/2025

JOB TITLE:	COORDINATOR FACILITY MANAGEMENT SERVICES
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8180
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Manages and supervises all aspects of Facility Management in an assigned area, providing on-site support, training and technical assistance to site-based employees (Plant Operators, Plant Operator Trainees, Team Leads, Facility Management Assistant, Custodians, Substitute and Temporary Employees) as necessary in all areas of Facility Management. Ensures site-based employees are customer service oriented; buildings are safe, clean and healthy. Responsible for safety and compliance with industry standards that is suitable for students and staff. Responsible for completion and follow-up of routine inspections; communicates important program information to all stakeholders and assists in the development of instructional and informational materials related to the area of assignment. Collaborates with Human Resources regarding services related to recruitment, interviews, hiring and payroll. Communicates with Employee Relations regarding site-based employee evaluation processes and assists with due process procedures. Ensures all building level maintenance tasks are completed according to JCPS procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists with coordination, preparation, and evaluation of standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standard
Assists with development and execution of professional training programs, including in-service and seminars for plant operators, plant operator trainees, night leads, custodians, substitute and temporary employees. Organizes and trains site-based personnel in floor care, equipment and technology to improve skills, knowledge and improve work efficiency
Manages and supervises Plant Operators, Plant Operator Trainees, Custodians, Substitute and Temporary Employees. Evaluates their work performance and initiates due process procedures as necessary
Communicates important information to site-based employees in a timely manner to ensure safety and efficiency of operations
Assists Plant Operators in ordering needed supplies as well as monitoring inventory and budgets
Informs the administrative staff in the department of the inspection status of each location visited and evaluated
Interviews and hires Facility Management site-based employees in a timely manner to ensure efficiency of operations
Monitors chemical safety practices in all schools and makes recommendations for improvement
Collaborates with Human Resources, Employee Relations, and Facility Management administrators to

address employee performance and other issues in accordance with district requirements
Attends construction meetings to ensure buildings have the necessary support for a successful transition for the first day of school
Provides support for building emergencies (Floods, National Disasters, Inclement Weather, etc.) to ensure buildings are safe for students and staff
Reviews and advises Plant Operators and Plant Operator Trainees on efficient procedures for safety, cleanliness, supply storage, use of equipment, equipment inventory, improved efficiency, and scheduling of work assignment for the most optimum use of assigned labor
Responsible for operations; assigning team leads, housekeeping assistant, substitute and temporary employees to ensure district needs are met
Assists with enforcement of safety policies and procedures
Participates as a member in the Housekeeping Advisory Committee and the employee relations meetings as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

#### PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful experience in housekeeping practices and procedures or other equivalent experience

Valid driver's license

Effective communication skills

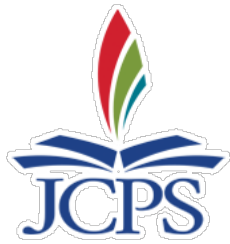
#### DESIRABLE QUALIFICATIONS

Experience managing housekeeping programs and personnel

Completion of (2) years of college work in Management

Knowledge of a variety of housekeeping supplies, chemical safety and equipment as well as industry standards

Experience in a diverse work place
Ability to communicate with multi-lingual employees



Revised:

07/01/2019

07/09/2025

Submitted:

06/11/2019

06/24/2025

JOB TITLE:	CUSTODIAN
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, GRADE 2 <sup>H</sup>
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8592
BARGAINING UNIT:	CLAH

#### SCOPE OF RESPONSIBILITIES

Provides efficient, quality cleaning (housekeeping) tasks District buildings following established practices, standards and methods under the direction of the supervisor.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Cleans offices, classrooms, restrooms, corridors, windows, and walls as required by assignment

Operates electric sweepers, floor machines, wet/dry vacuums, etc.

Follows usage instructions/dilution ratios of cleaning chemicals and other custodial products

Assumes responsibility for daily walk through grounds to ensure safe and healthy environment for students and staff

Cooperates and works closely with lead custodian (where assigned)

Performs all work in accordance with established standards, methods and practices

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by the appropriate 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 activities involving 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.

Ability to perform basic commercial cleaning (housekeeping) tasks in schools and office buildings

Ability to use/operate commercial cleaning equipment

Effective communication skills

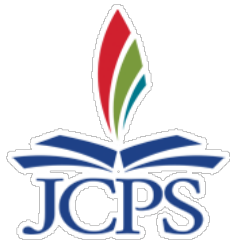
#### DESIRABLE QUALIFICATIONS

Experience in a diverse workplace

#### Footnote

This position may be categorically funded and re-employment subject to periodic review based on availability of funds and continued need for the project.





Revised: 07/09/2025  
Submitted: 06/24/2025

JOB TITLE:	CUSTODIAN
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, GRADE 2H
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8592
BARGAINING UNIT:	CLAH

SCOPE OF RESPONSIBILITIES
Provides efficient, quality cleaning (housekeeping) tasks District buildings following established practices, standards and methods under the direction of the supervisor.

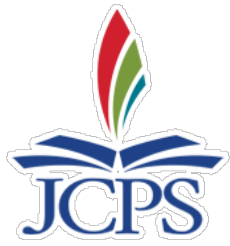
PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Cleans offices, classrooms, restrooms, corridors, windows, and walls as required by assignment
Operates electric sweepers, floor machines, wet/dry vacuums, etc.
Follows usage instructions/dilution ratios of cleaning chemicals and other custodial products
Assumes responsibility for daily walk through grounds to ensure safe and healthy environment for students and staff
Cooperates and works closely with lead custodian (where assigned)
Performs all work in accordance with established standards, methods and practices
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by the appropriate 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 activities involving 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.
Ability to perform basic commercial cleaning (housekeeping) tasks in schools and office buildings
Ability to use/operate commercial cleaning equipment
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace

Footnote
This position may be categorically funded and re-employment subject to periodic review based on availability of funds and continued need for the project.



REVISED:  
07/01/2019  
07/09/2025

Submitted:  
06/11/2019  
06/24/2025

JOB TITLE:	LEAD CUSTODIAN
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 4H
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8586
BARGAINING UNIT:	CLAH

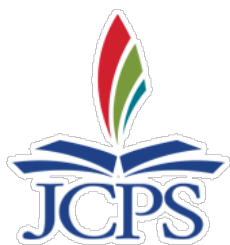
SCOPE OF RESPONSIBILITIES
Provides and oversees business-like cleaning operations for offices/buildings.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Leads the custodians in their performance of routine and assigned work
Implements approved cleaning methods, standards, and schedules
Assures efficient quality results
Provides after hours building security (setting of alarm system, lock doors windows, etc.)
Performs assigned cleaning tasks
Assists with non-routine housekeeping tasks
Recommends personnel action with regard to custodians when necessary
Implements severe cold weather procedures and performs required building checks
Performs preventative maintenance tasks
Ensures the removal of snow and weeds from sidewalks and steps
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs 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 activities involving 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.
One (1) year of current experience as a custodian
Recommendation of immediate supervisor, Principal or school center head
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in leading employees
Experience as a custodian in a school environment
Experience in a diverse workplace



REVISED: 07/09/2025  
Submitted: 06/24/2025

JOB TITLE:	LEAD CUSTODIAN
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 4H
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8586
BARGAINING UNIT:	CLAH

SCOPE OF RESPONSIBILITIES
Provides and oversees business-like cleaning operations for offices/buildings.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Leads the custodians in their performance of routine and assigned work
Implements approved cleaning methods, standards, and schedules
Assures efficient quality results
Provides after hours building security (setting of alarm system, lock doors windows, etc.)
Performs assigned cleaning tasks
Assists with non-routine housekeeping tasks
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Implements severe cold weather procedures and performs required building checks
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Ensures the removal of snow and weeds from sidewalks and steps
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
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MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
One (1) year of current experience as a custodian
Recommendation of immediate supervisor, Principal or school center head
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in leading employees
Experience as a custodian in a school environment
Experience in a diverse workplace



REVISED:            Submitted:  
~~07/01/2024~~        ~~03/26/2024~~  
 07/09/2025        06/24/2025

JOB TITLE:	LEAD FACILITY MANAGEMENT <b>SERVICES</b> TEAM
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 4
WORK YEAR:	220 DAYS + 20 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8666
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Assumes responsibility for the safe and healthful operation of the physical plant and grounds; directs and participates with Facility Management staff in custodial functions and preventative maintenance. Services various locations within the District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises and organizes the work of the custodial staff (including temporary employees) and participates in custodial activities to accomplish daily, and periodic cleaning
Implements the established cleaning standards and methods using approved products and equipment
Conducts preventative maintenance program (minor maintenance) of facilities and ground; arranges for major maintenance as required
Evaluates, recommends disciplinary actions of custodial staff in cooperation with the Foreman Facility Management
Observes established severe weather procedures and performs building checks
Cooperates and works closely with Custodial Lead Team (where assigned)
Ensures proper maintenance of the grounds to include snow and ice removal from sidewalks and steps
Maintains an inventory of custodial supplies and equipment, reordering as necessary
Schedules custodial services as necessary for extra-curricular (after-hours) activities
Evaluates staff as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

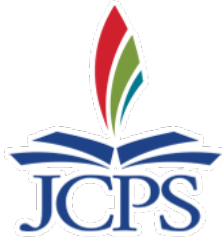
PHYSICAL DEMANDS
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This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Experience as a custodian in school environment
Effective communication skills
Valid driver's license
Ability to supervise

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace
Successful completion of plant operator assessment and/or training program
Experience leading employees



REVISED: 07/09/2025  
Submitted: 06/24/2025

JOB TITLE:	LEAD FACILITY MANAGEMENT SERVICES TEAM
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 4
WORK YEAR:	220 DAYS + 20 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8666
BARGAINING UNIT:	CLAP

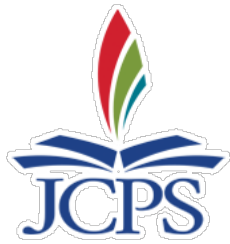
SCOPE OF RESPONSIBILITIES
Assumes responsibility for the safe and healthful operation of the physical plant and grounds; directs and participates with Facility Management staff in custodial functions and preventative maintenance. Services various locations within the District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises and organizes the work of the custodial staff (including temporary employees) and participates in custodial activities to accomplish daily, and periodic cleaning
Implements the established cleaning standards and methods using approved products and equipment
Conducts preventative maintenance program (minor maintenance) of facilities and ground; arranges for major maintenance as required
Evaluates, recommends disciplinary actions of custodial staff in cooperation with the Foreman Facility Management
Observes established severe weather procedures and performs building checks
Cooperates and works closely with Custodial Lead Team (where assigned)
Ensures proper maintenance of the grounds to include snow and ice removal from sidewalks and steps
Maintains an inventory of custodial supplies and equipment, reordering as necessary
Schedules custodial services as necessary for extra-curricular (after-hours) activities
Evaluates staff as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS
<p>This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.</p> <p>The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).</p>

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Experience as a custodian in school environment
Effective communication skills
Valid driver's license
Ability to supervise

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace
Successful completion of plant operator assessment and/or training program
Experience leading employees



REVISED:  
07/01/2020  
07/09/2025

Submitted:  
06/23/2020  
06/24/2025

JOB TITLE:	PLANT OPERATOR II (SUPERVISES 4 OR MORE)
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	<del>H-3</del> IB-11
WORK YEAR:	260 DAYS
FLSA STATUS:	<del>EXEMPT</del> NON-EXEMPT
JOB CLASS CODE:	8580
BARGAINING UNIT:	<del>CLAP</del> CLAH

SCOPE OF RESPONSIBILITIES
Assumes responsibility 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
Supervises and organizes the work of the housekeeping staff and participates in custodial activities to accomplish daily, periodic, and annual cleaning
Implements the established cleaning standards and methods using approved products and equipment
Conducts preventative maintenance program (minor maintenance) of facilities and grounds ;arranges for maintenance beyond capabilities
Evaluates, recommends promotion, transfers and disciplinary actions of custodial staff in cooperation with the Principal/building manager
Observes established severe weather procedures and performs building checks
Ensures proper maintenance of the grounds to include snow and weed removal from sidewalks and steps
Maintains an inventory of custodial supplies and equipment, reordering as necessary
Schedules custodial services as necessary for extra-curricular (after hours) activities
Evaluates staff as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs 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

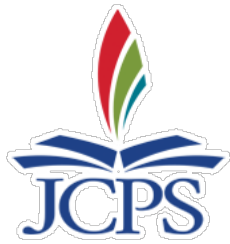


Successful completion of JCPS plant operator assessment and training program
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Effective communication skills
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DESIRABLE QUALIFICATIONS
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Experience in a diverse workplace
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REVISED:  
07/09/2025

Submitted:  
06/24/2025

JOB TITLE:	PLANT OPERATOR II (SUPERVISES 4 OR MORE)
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB-11
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8580
BARGAINING UNIT:	CLAH

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility 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

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

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

Conducts preventative maintenance program (minor maintenance) of facilities and grounds ;arranges for maintenance beyond capabilities

Evaluates, recommends promotion, transfers and disciplinary actions of custodial staff in cooperation with the Principal/building manager

Observes established severe weather procedures and performs building checks

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

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

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

Evaluates staff as assigned

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs 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
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Effective communication skills
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DESIRABLE QUALIFICATIONS
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Experience in a diverse workplace
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