



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6650 Elementary Pay Grade: D11  
6655 Middle Pay Grade: D12  
6657 High Pay Grade: D13

FLSA: Non-Exempt

**HEAD PLANT OPERATOR (ELEMENTARY, MIDDLE, HIGH)**

**REPORTS TO:**  
Principal / Administrator

**SUPERVISES:**  
Support Staff

**QUALIFICATIONS:**  
Head Plant Operator – Elementary: Graduation from high school or possession of a GED, plus two (2) years of custodial and maintenance experience and one (1) year of supervisory experience; or an equivalent combination of education, training, and experience.  
Head Plant Operator – Middle: Graduation from high school or possession of a GED, plus three (3) years of custodial and maintenance experience and two (2) years of supervisory experience; or an equivalent combination of education, training, and experience.  
Head Plant Operator – High: Graduation from high school or possession of a GED, plus five (5) years of custodial and maintenance experience and three (3) years of supervisory experience, or an equivalent combination of education, training, and experience.

**PREFERRED:**  
Satisfactory completion of all courses provided by the Pinellas County School Board for training of plant operations personnel.

**MAJOR FUNCTION**

Performs responsible supervisory work in directing custodial, maintenance and site services in a school or office area. Plans, assigns, reviews, and supervises employees engaged in a variety of housekeeping, maintenance and groundskeeping tasks. May prepare or assist in preparing various school plant surveys and reports, and attend workshops or training programs, when requested. Work is performed under general administrative supervision, requires independent judgment, and is reviewed through conferences and results obtained.

**ESSENTIAL RESPONSIBILITIES**

- Supervises, evaluates, trains, and delegates work to assigned custodial and, if applicable, maintenance and groundskeeping staff
- Inspects areas of facilities for cleanliness and proper maintenance
- Instructs employees in use and care of custodial and, if applicable, maintenance and groundskeeping, materials, supplies and equipment
- Supervises care of adjacent grounds and performance of on-site maintenance
- Utilizes computer for payroll reporting, work orders, ordering of supplies, monitoring of budgets, etc.
- Maintains and operates automated energy management system; keeps related records and writes reports as required
- Requisitions and distributes supplies; prepares reports on employee work hours and materials used
- Monitors areas to prevent problems and checks building security
- Handles building cleanliness, safety, security, disrepair, and general housekeeping
- Inspects work of contractors and central maintenance crew
- Reviews and monitors the design, construction, renovation and/or modification of new or existing structures to ensure compliance with regulatory codes
- Assists in custodial maintenance operations; performs first line maintenance on buildings and equipment; assists crews in repair work; opens and secures buildings or assigns tasks accordingly

## HEAD PLANT OPERATOR (Elementary, Middle, High)

### ESSENTIAL RESPONSIBILITIES (Continued)

- Applies knowledge of cleaning methods, materials, equipment, routine repairs of plumbing, painting, carpentry, electrical, heating, air conditioning systems, and care and maintenance of grounds
- Ensures proper methods and techniques are used in custodial and, if applicable, maintenance and groundskeeping, work and in care and use of tools, equipment and supplies
- Plans and coordinates site services for after-hours meetings and extracurricular activities such as high school athletics to include scheduling of facility usage by outside organizations
- Organizes, files, and maintains records (such as product brochures and data, maintenance schedules and warranties) and general contractor as-built drawings
- Develops and utilizes a Preventive Maintenance Program based on manufacturers' requirements and operating requirements
- Utilizes a Warranty Tracking Program, based on project specifications for warranties, to include both standard one-year warranty and all extended warranties
- Utilizes a Maintenance Service Request Program
- Utilizes a schedule of daily and weekly building inspections and cleaning for interior finishes and equipment, exterior finishes and equipment, roofing, flashing and roof drains, site parking areas and walks, and landscape and irrigation systems.
- Maintains an inventory control system to assure that replenishment supplies are adequately stocked
- Monitors building conditions and reports in advance of need when major capital repairs or improvements are indicated (i.e., roofing, painting, landscape replacement)
- Attends workshops or training programs, as requested
- May prepare or assist in preparing various school plant surveys and reports, i.e. FISH
- Performs other related work as required

### TERMS OF EMPLOYMENT

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### HISTORY OF JOB CLASSIFICATION

ISSUED: 10/86 REW; BOARD APPROVED: 10/23/86; BODY REVISED: 12/18/86; REVISED: 4/00 PBL; BOARD APPROVED: 7/01/01; REVISED WC: 8/04 LM. REVISED FORMAT, TITLE, RT, SUPERVISES, MQ, ER 04/01/16; BOARD APPROVED: 05/17/16

## HEAD PLANT OPERATOR (Elementary, Middle, High)

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds		X			
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds					X
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time		X			
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy				X	
20. Using a computer to enter and transform words or data				X	
21. Using various technology tools				X	
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions		X			
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van		X			
27. Other physical, mental or visual ability required by the job	X				

Head Plant Operator (Elementary, Middle, High)