

# TEMPLE CITY UNIFIED SCHOOL DISTRICT

## PROJECT FACILITATOR III

### **SUMMARY:**

The Project Facilitator III serves as the lead custodian at the high school site. The Project Facilitator III plans, schedules, and assigns duties to the night personnel responsible for performing skilled tasks in the custodial services at the high school campus. The Project Facilitator III sets up areas for special events, performs custodial and semi-skilled maintenance tasks during the school day at that site, and is responsible for keeping the assigned buildings and adjacent grounds areas in a clean, sanitary, and safe condition.

### **DEGREE OF SUPERVISION:**

The Project Facilitator III is responsible for planning and assigning responsibilities to Utility I and Utility II employees assigned to the high school campus.

The Project Facilitator III works independently performing both custodial and minor maintenance tasks at the site.

The Project Facilitator III is under the day to day supervision of a site administrator and under general supervision of the Director of Maintenance and Operations. Evaluations will be performed by a site administrator on a timeline in accordance with the collective bargaining agreement.

### **DUTIES AND TASKS:**

*(All duties and tasks are essential unless noted as secondary with an S)*

1. Maintain the high school plant in a clean, safe condition.
  - A. Perform custodial duties;
  - B. Plan and assign, the custodial work performed by personnel assigned to the high school campus;
  - C. Move and arrange furniture and equipment as assigned;
  - D. Operate various cleaning equipment such as scrubbers, extractors and power washers;
  - E. Assist in the coordination of the use of school facilities by overseeing room, furniture and equipment arrangements for special events;
  - F. Inspect buildings and grounds for damage, needed repairs, and security or safety issues;
  - G. Inspect heating, electrical, air conditioning and water equipment monthly and make minor repairs or adjustments;
  - H. Perform light maintenance tasks such as installing pencil sharpeners, replacing lights and ballasts, and make minor repairs on desks or lockers;
  - I. Assist skilled maintenance personnel in work projects by performing unskilled labor (S).
2. Provide supervision of the high school utility staff
  - A. Provide training and correction to personnel in the performance of their

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- duties;
  - B. Develop a schedule for the deep cleaning of the school plant during vacation periods;
  - C. Maintain documentation of employee work performance to support input for evaluations;
  - D. Conduct bi-weekly safety meetings for staff.
3. Maintain records, prepare reports and order supplies
- A. Inventory cleaning equipment and supplies and requisition as needed;
  - B. Submit monthly safety inspection reports;
  - C. Assist with estimating the quantity and types of materials or supplies needed for a work project at the site (S);
  - D. Maintain Material Safety Data Sheets (MSDS) so they are accessible and up to date;
4. Operate equipment or drive a vehicle to secure parts or deliver materials.
5. Perform Other Duties as Assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Working Knowledge
- A. State and Federal requirements relating to health and safety of facilities;
  - B. Safety practices for storage and use of chemicals and equipment;
  - C. Methods, materials and equipment used in custodial and maintenance tasks;
  - D. District policies and practices for requisitioning materials;
  - E. Principles of supervision, training and evaluation;
2. Skills
- A. Speak on a one-to-one basis to obtain information or explain policies and procedures;
  - B. Work independently and follow through on assignments with minimal direction;
  - C. Perform under the stress of frequent interruptions and/or distractions;
  - D. Use power tools and equipment used in cleaning;
  - E. Make calculations using basic math functions;
  - F. Maintain accurate records;
  - G. Understand and carry out oral and written instructions;
3. Abilities
- A. Develop schedules and maintain records;
  - B. Supervise and train employees
  - C. Demonstrate leadership and sound decision making;
  - D. Establish priorities which reflect the relative importance of the tasks to be completed;

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### **QUALIFICATIONS**

1. Education and Experience
  - A. Equivalent to graduation from high school
  - B. Two years work experience in an operations environment
  - C. Some experience in a supervisory or lead capacity
2. Other requirements
  - A. Valid California driver's license
  - B. Tuberculosis screening and clearance every four years

### **PHYSICAL DEMANDS:**

The physical demands described here 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 the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **regularly required to** display dexterity of hands and fingers to operate tools and machinery, bend, kneel, crouch and stoop, reach in all directions; stand and walk for extended period of time, lift objects up to 100 lbs with assistance and carry objects up to 50 lbs, see for the purpose of reading or observing students, hear and understand speech at normal levels, communicate so that others can clearly understand normal conversation

The incumbent is **frequently required to** climb ladders

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee **is regularly:** working outdoors during all season of the year, exposed to fumes from cleaning and chemical products used in cleaning and maintenance work and working with machinery.

**SALARY RANGE: 26**