



## CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

### Job Class Description

<b><u>OPERATIONS SUPERVISOR</u></b>			
<b>DEPARTMENT/SITE:</b>	Facilities, Maintenance, & Operations	<b>SALARY SCHEDULE:</b>	Supervisors'
		<b>SALARY RANGE:</b>	07
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Director of Facilities, Maintenance, & Operations or assigned designee	<b>FLSA:</b>	Non-Exempt

#### **BASIC FUNCTION:**

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. The incumbent in this classification assists in supporting students by supervising multiple departments to ensure safe and healthy learning/work environments and grounds/landscaping for staff and students which directly supports student learning.

#### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

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; ensure 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 a 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 and irrigation projects; coordinate, conduct job walks, and inspect work of outside contractors working on designated projects.

Ensure proper chemical usage management in accordance with Integrated Pest Management (IPM) requirements and maintain required documentation; mix and apply chemicals for fertilization, insect, and weed killers

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, applicable software, 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.

Coordinate and monitor custodial and grounds operations to ensure compliance with established safety and sanitation standards, guidelines, and regulations; implement safety standards; evaluate safety and sanitation systems and hazards; standards and procedures; modify standards, guidelines, policies, and procedures as appropriate.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Technical aspects of fields of specialty (e.g., custodial, grounds, irrigation, and wells).

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

Principles and practice of supervision and training.

District evaluation practices and procedures.

Scheduling and coordinating activities of a crew.

Interpersonal skills using tact, patience, and courtesy.

Health and safety regulations.

Record keeping techniques.

Operation of office equipment, computer, and assigned software.

Correct English usage, spelling, grammar, and punctuation.

Basic math, including calculations using fractions, percentages, and/or ratios.

### **ABILITY TO:**

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

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 courses of action.  
Work effectively, both independently and as a member of a team.  
Communicate effectively both orally and in writing.  
Understand and carry out oral and written instructions.  
Establish and maintain cooperative and effective working relationships with others.  
Be physically able to maintain an active work schedule.  
Read plans and specifications and prepare cost estimates.  
Operate computer, assigned software, and standard office equipment.  
Operate vehicles safely.  
Adhere to safety practices.  
Compose a variety of documents.  
Consider a variety of factors when using equipment.  
Read and process a variety of manuals and write documents following prescribed formats.  
Interview, select, train, supervise, and evaluate the performance of assigned personnel.

**EDUCATION AND EXPERIENCE:**

Any combination of education, training, and/or experience equivalent to graduation from high school and at least five (5) years of combined experience and training appropriate to custodial and grounds operations, with a minimum of two (2) years of supervisory experience.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess a valid California Driver's License and ability to qualify and maintain qualification for District vehicle insurance coverage.  
Must be able to obtain and maintain a valid, current Qualified Applicator Certificate (within six (6) months of hire) from the California Department of Pesticide Regulation.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Seasonal heat and cold or adverse weather conditions.  
Driving a vehicle to conduct work.  
Afternoon and evening hours, as necessary.  
Subject to fumes, dust, odors, oil/grease, and biohazards.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person and on the telephone.  
Seeing to read and perform primary functions of classification and view computer screens.  
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.  
Stooping, bending at the waist, kneeling, or crouching to inspect work.  
Reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies.  
The majority of work is light to medium and may require routinely lifting or moving up to 50 pounds and occasionally lifting and/or moving up to 100 pounds with the use of hand trucks or other equipment.  
Climbing ladders and working from heights  
Operate vehicle to conduct work.

**HAZARDS:**

Regular exposure to working near moving mechanical parts, electrical power supply and high voltage, poor ventilation, fumes, chemicals, solvents, cleaning agents, dust, dirt, oil/grease, odors, loud noise, and vibrations.

Relocating/disposing of animals (e.g., snakes, rodents, and spiders).

Operating machinery and hand tools having moving parts.

Working from heights.

Traffic hazards.

**CLEARANCES:**

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Retired 07/92; reinstated 06/98; Abolished 2013; Reinstated/reallocated 04/18  
Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025