

ASSISTANT PLANT OPERATIONS MONITOR

Definition

Assists with plant operations activities and programs for the entire Fairfax County Public Schools (FCPS) division, assigned clusters, and/or departments; and performs related duties as assigned or required.

Typical Tasks (illustrative only)

To support the field custodial program:

Assists with managing the field custodial program; tracks requests from the schools; deploys custodians in the absence of the plant operations monitor; interfaces with the coordinator, plant operations monitors and building supervisors, as required; monitors the work of field custodians at the work sites; assists with evaluating the work of the field custodians; creates and maintains databases related to the program; and/or

To support the preventive maintenance of custodial equipment:

Performs site inspections of various types of custodial equipment as directed by the plant operations monitor to ensure proper operation; performs routine adjustments and minor repairs; requests work orders through a maintenance automatic temperature controls system for equipment needing major repairs; trains custodians on-site about proper equipment usage and maintenance; informs plant operations monitor of misuse of equipment; maintains loaner equipment log; and/or

To support the training program:

Assists a plant operations monitor with the implementation of training curriculum and programs; trains the trainers and certifies that proper procedures are being taught; creates and maintains student databases; assists with evening and in-service training; supports planning and implementation of graduation activities; and coordinates logistics for special clinics; and/or

To support procurement:

Assists with procurement- and delivery-related functions; makes transfer or emergency deliveries, as requested or required; performs custodial supply inventories at designated schools; responds to supply requests; assists with the research and evaluation of new custodial products; and/or

To support a cluster:

Assists with the general administration of the plant operations program in one or more clusters or departments or on an assigned shift; assists with the team cleaning approach by customizing the plan for each facility; serves as a liaison with principals and assistant principals on building services and related matters during the absence of the plant operations monitor; when requested, makes routine inspections of all FCPS-owned buildings for which responsible to ensure proper use and care of equipment, materials, and supplies in accordance with prescribed methods and practices; at the direction of the plant operations monitor, troubleshoots any problems; assists plant operations monitor with implementing work schedules and assignments determined by building supervisors; performs special project work, as assigned; performs duties of building supervisor in emergency situations; updates related manuals, reports, and records; acts as the plant operations monitor in his or her absence; and teams with other assistant plant operations monitors.

Supervision Received/Given

Receives direct supervision from a plant operations monitor or coordinator. May provide guidance and assistance to full-, part-time, and/or hourly employees, as required.

Education/Experience/Skills

Any combination of education and experience equivalent to graduation from high school, plus three years of progressively more responsible experience in the supervision of building service personnel, including one year of experience at the level of a building supervisor. Good knowledge of plant operations and building service requirements; good knowledge of building service materials, methods, and practices, and the proper use and care of equipment and supplies; some knowledge of personnel and administrative policies and procedures; ability to use sound judgment in making independent decisions; ability to understand and follow written and oral instructions; ability to communicate effectively, both orally and in writing; and ability to establish and maintain good interpersonal relationships.



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