



## *Mary Help of Christians School*

10 E. Del Mar Boulevard  
Laredo, Texas 78041 – 2368

### **Job Description – Plant Supervisor**

#### **General Description**

This full-time position reports to the Principal.

The Plant Supervisor will meet all qualifications and behavior standards as set by the Laredo, Diocesan Catholic School Office and as stated in the Salesian Educator's Profile. It is primarily the witness and the behavior of the staff that gives the distinctive character to Catholic schools. While a Plant Supervisor must be knowledgeable and qualified in his/her field s/he must consider their lived-faith and their Christian life-style just as important as their professional credentials.

#### **Primary Responsibilities**

The Plant Supervisor is responsible for general "hands-on" supervision of all aspects of cleaning and maintenance: maintenance, janitorial, receiving, and shipping. Responsibilities also include recruiting, interviewing and training personnel and facility/physical plant up-keep and improvements. The Plant Supervisor will work, in a "hands-on" fashion with the maintenance and janitorial team to maintain quality care, safety and cleanliness. This person must be trained and have experience in all areas of maintenance and janitorial tasks.

It is an important requirement that the Plant Supervisor must be available for any emergency that may occur at any time throughout the day or night.

#### **Essential Functions**

- Provide leadership for the successful day-to-day operation of the facility
- Work closely with quality personnel in repair/maintenance duties
- Review schedules and insure highest efficiency and safety for faculty, staff and student body
- Assist Administration in coordinating the hiring and training of all maintenance and janitorial personnel
- Monitor operation expenses and research ways to reduce costs while maintaining efficiency and quality
- Be knowledgeable and accountable with all Environmental, Health and Safety requirements and that maintenance staff is aware of safety policies to provide a safe workplace for our employees and for our faculty, staff and student body
- Maintain Inventory levels and orderly control flow of maintenance equipment, and supplies
- Maintain and support a superior safety and housekeeping program, including all timely communication
- Conduct performance appraisals and provide coaching and guidance to all operations and employees
- Encourage and promote operating in a continuous improvement environment
- Be present to observe and remove waste and improve efficiency and enhance a quality campus
- Keep OSHA training and school licenses current for fire, swimming pool, kitchen, plumbing, vehicles, trailers etc.

#### **Minimum Requirements**

- A minimum of a Bachelor's Degree or years of experience as a Plant Supervisor with sufficient letters of recommendation
- Official Transcripts (if applicable)
- Resume (required)
- Service Records (if you have previous school experience)
- Three (3) references forms from current or previous supervisors

- Strong organizational, communication and interpersonal skills
- Ability to communicate effectively in verbal and written form in Spanish and English
- Ability to maintain emotional control under stress
- Driver's License
- Social Security
- Tuberculosis Exam
- Background Clearance

	Never (0-30%)	Occasionally (31-60%)	Frequently (61-100%)	Continuously
LIFTING OR CARRYING:				
1-10 LBS.		X		
11-20 LBS.		X		
21-40 LBS.		X		
41-60 LBS.		X		
61 OR MORE LBS.		X		
PUSHING OR PULLING:				
1-10 LBS.		X		
41-60 LBS.		X		
61 OR MORE LBS.		X		
BENDING OR STOOPING:		X		
REACH ABOVE SHOULDER LEVEL:		X		
DRIVING AUTOMATIC EQUIP. VEHICLE:		X		
WORKING WITH MACHINERY:		X		
CLIMBING:		X		
WALKING:			X	
STANDING:			X	
SITTING:			X	
WORKING IN EXTREME TEMPERATURE:			X	

NOTE: The statements herein are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.