

Title: Middle School Building Plant Operator
Organizational Unit: Operations
Bargaining Unit: Local 71
Range: J-1
Work Days: 238 Days

Job Summary

The Middle School Building Plant Operator maintains cleanliness and repair of middle school buildings in the Anchorage School District. In addition, the BPO supervises an assistant, maintains records, and assists in setup for meetings and special events. The position has a retirement association with the Public Employees' Retirement System (PERS) and is represented by the Local 71 bargaining unit.

Job Requirements

The following are required:

1. A high school diploma or equivalent.
2. Three years of semi-skilled maintenance and/or custodial work.

The following are preferred:

1. Knowledge of building plant operator positions.
2. Ability to work independently and to follow instructions outlined in the Custodian's Guide.
3. Ability to use common electrical cleaning equipment safely and effectively.
4. Ability to make minor maintenance repairs to the building and to equipment.
5. Ability to accept and perform special assignments efficiently without supervision.
6. Ability to keep accurate records and prepare written reports.
7. Ability to supervise the activities of and to direct the work of an assistant.
8. Ability to establish and maintain effective relationships with students, faculty members, administrators, and the public.
9. Ability to perform heavy manual work.

Essential Job Functions

1. Participates in cleaning and minor maintenance activities.
2. Supervises the activities and work of an assistant.
3. Opens school plant and checks for vandalism.
4. Checks heating and electrical equipment and facilities.
5. Performs minor repairs of windows, plumbing, lockers, pencil sharpeners, and similar items.
6. Checks in school and custodial supplies.
7. Inspects school plant for proper maintenance, health, and safety conditions.
8. Promptly reports to Operations any and all custodial equipment needing repairs.
9. Sets up rooms for meetings and other special events held at the school and arranges for proper equipment and facilities.
10. Keeps records and submits reports on supplies, equipment, and similar matters.
11. Moves and arranges furniture and equipment.
12. Sweeps walkways, shovels snow, maintains building grounds and courts, and mows and waters lawns.
13. Sweeps and buffs hallways and maintains general cleanliness of the school during the day.

Physical/Mental Demands

The physical demands of this job require frequent standing, walking, sitting, speaking, and hearing. Specific visual abilities are also required. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing less than 40 lbs. Additionally, the employee must be able to

communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Anchorage School District is committed to providing reasonable accommodations, according to applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Work Environment

Work is performed in a professional environment with a wide variety of individuals having differing functions, personalities and abilities, including working with diverse groups of people in a variety of different settings.

While performing the duties of this job the employee may be regularly exposed to a video display. The employee may be exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Additional Job Information

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as requested by any person authorized to give instructions or assignments.

Anchorage School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

Offers of employment are contingent upon completion of a satisfactory criminal background check.

It is a condition of employment that the selected applicant become a member of Local 71, or pay a professional service fee.

The Anchorage School District is an Equal Opportunity Employer.