



TITLE: Coordinator, Custodial Services

CLASSIFICATION: Classified

SALARY GRADE: L

SCOPE:

Under general supervision, coordinates custodial activities; performs maintenance and repairs on custodial equipment; leads and/or performs event setups; recommends equipment and tool purchases; and assists in training employees in custodial procedures, and the use of new equipment and tools. The Coordinator, Custodial Services plans, leads or performs specialized custodial work and repairs of custodial equipment; supports District events; and coordinates major cleaning and floor care projects.

DISTINGUISHING CHARACTERISTICS:

The Coordinator, Custodial Services is distinguished from the Custodial Maintenance Technician by serving as a lead for custodial work, event setup and cleanup, and the resolution of custodial issues. Coordinators also assist with the selection of new equipment and provide training on the use of equipment.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Troubleshoots, maintains, and performs repairs on cleaning equipment including repairing electrical circuit boards, rebuilding/replacing electrical motors, pumps, belts or mechanical parts to ensure consistent equipment operation.
2. May perform routine custodial work, including proper disposal of hazardous materials.
3. Coordinates the maintenance of gymnasium floors including cleaning and waxing; measuring and painting court lines, lettering and boundaries in accordance with athletic requirements.
4. Reports and responds to emergency calls for custodial assistance.
5. Installs, assembles and rearranges office partitions, furniture and ergonomic equipment.
6. Performs minor repairs on door hardware and non-cylinder parts of locking mechanisms.
7. Coordinates the work of custodial staff for custodial work and District and community events utilizing a service request system.
8. Maintains inventory of supplies, tools and equipment.
9. Provides recommendations regarding repairs, service and purchase of new equipment, tools and supplies.
10. Serves as a lead worker to other Classified staff.
11. May supervise the work of short-term, non-continuing and student employees.

ABILITY TO:

Identify and perform repairs to equipment and facilities; work with pesticides; safely dispose of hazardous materials; identify stains and use proper chemicals for their removal; operate manual and power equipment; respond to emergencies related to facilities and determine appropriate response; prioritize multiple requests for service; perform physical labor; maintain cooperative working relationships; demonstrate sensitivity to, and respect, for a diverse population.

KNOWLEDGE OF:

Current technologies as they relate to custodial operations; basic maintenance and repair of related custodial equipment, furniture and fixtures; working knowledge of OSHA regulations and proper hazardous materials handling; general sanitation and cleaning codes; provide effective customer service.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Graduation from high school with some related vocational training or college-level coursework.

EXPERIENCE:

Increasingly responsible (2 - 4 years full-time equivalent experience) working in custodial and general maintenance or event support operations. Demonstrated experience in custodial services in an educational setting preferred.

LICENSES AND OTHER REQUIREMENTS:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and a good driving record.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities, such as, but not limited to, lifting equipment (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to safely use manual tools and power equipment common in the areas of facility maintenance. Must be able to handle hazardous materials safely and respond appropriately to electrical hazards. Occasionally required to work under inclement weather conditions. Must be able to work safely in an environment containing cleaning materials using safety personal protective safety measures. Ability to obtain or complete forklifts, asbestos, blood borne pathogens training certificates and back safety classes. Current CPR and first aid training preferred.