



TITLE	CLASSIFICATION	SALARY GRADE
CUSTODIAL MAINTENANCE TECHNICIAN	CLASSIFIED	GRADE: J
BOARD POLICY REFERENCE: 2012-2013 Classification Study		Board Approved:

**JOB DESCRIPTION:**

Under general supervision, and in keeping with District-wide sustainability efforts, performs maintenance and repair of custodial and select District equipment, furniture and facilities; performs routine custodial work; and performs related work as required.

**SCOPE:**

The Custodial Maintenance Technician performs preventative maintenance and custodial duties in and around District facilities; troubleshoots, performs minor to moderate repairs and responds to emergency calls for service; implements setup and takedown for a wide variety of campus and community events; works closely with employees and the public to meet the custodial needs of the area; and resolves problems to ensure efficient and safe operations in assigned areas.

**DISTINGUISHING CHARACTERISTICS:**

The Custodial Maintenance Technician has broad responsibilities and is distinguished from the Custodian by the equipment and moderate facility maintenance and repair work performed. The Custodial Maintenance Technician may be required to work at any District location. This classification may assume the lead role for event set-up, department moves and special projects, may purchase supplies and parts applicable to their tasks, and may assist skilled maintenance workers as needed.

**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. Performs routine custodial work such as: vacuuming, shampooing and spot cleaning carpets; removing trash in accordance with established procedures; cleaning, disinfecting and stocking paper and supplies in restrooms, locker rooms, childcare center, health occupations facilities and other facilities as required.
2. Maintains gymnasium floors including cleaning and waxing; measures and paints courtlines, lettering and boundaries in accordance with athletic requirements.
3. Services and maintains equipment in the Custodial Department; performs electrical and mechanical repairs on Custodial equipment.
4. Schedules, coordinates, directs and performs routine and comprehensive custodial maintenance of assigned facilities.
5. Reports and responds to emergency calls for custodial assistance.
6. Prepares sites for special District events for the rest of the custodial crew to place furniture and equipment; sets up and takes down furniture and equipment for a wide variety of District or community events.

### **KEY DUTIES AND RESPONSIBILITIES – Continued**

7. Participates in set-ups and moves of offices by disconnecting and reinstalling safety devices before and after move.
8. Repairs, maintains and installs furniture and select equipment for general student and staff use; may reconfigure modular office furniture systems to meet individual ergonomic needs.
9. Diagnoses, troubleshoots and repairs minor to moderate plumbing and electrical problems; maintains automatic electric doors; replaces a variety of light bulbs, fluorescent tubes, ballasts and lighting accessories in areas of confined space.
10. Performs minor to moderate graffiti removal.
11. Installs classroom equipment such as shelving, maps, chalkboards, boards; paints workspaces after a move or relocation as requested.
12. Installs earthquake-damage-prevention devices.
13. Installs and monitors pest-control devices; constructs barriers to help contain pest infestations.
14. Maintains inventory and submits written requests for supplies; tests and evaluates new supplies and equipment.
15. Purchases supplies and parts for equipment and furniture requiring repair.
16. Operates power equipment such as forklifts, carpet extractors, pressure washer, hand and power tools and District vehicles.
17. Performs preventative maintenance in and around facilities.
18. Assists skilled maintenance workers as needed.
19. May serve as a lead worker to other Classified staff.
20. May direct the work of short-term, non-continuing and student employees.

### **EMPLOYMENT STANDARDS**

#### **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; work effectively in and around the public; perform physical labor; understand and carry out oral and written directions; serve as a lead worker; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

#### **KNOWLEDGE OF:**

Basic maintenance and repair of related custodial equipment; repair and maintenance of equipment, furniture and fixtures in a safe and thorough manner; methods of maintaining, cleaning and preserving a variety of surfaces; proper use of a wide range of chemicals according to state and federal regulations; handling and disposing of hazardous materials and blood borne pathogens with care; computer software programs including e-mail and service request systems; and general ADA facility requirements.

**EMPLOYMENT STANDARDS – Continued**

**MINIMUM 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.

*Experience:*

Demonstrated experience in carpentry, electrical and/or other trade-fields. Custodial and building maintenance in a school setting preferred. Completion of an apprenticeship program in one or more trade fields is preferred.

**LICENSE OR CERTIFICATE:**

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 an acceptable driving record. Ability to obtain or complete forklifts, pesticides, asbestos, blood borne pathogens training certificates and back safety classes. Current CPR and first aid training preferred.

**SPECIAL REQUIREMENTS:**

Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to work safely in an environment containing caustic chemicals, cleaning materials, dust and noise. Routinely required to work under inclement weather conditions.