



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
CUSTODIAN	CLASSIFIED	GRADE H MONTHS:
BOARD POLICY REFERENCE: 2012-2013 Classification Study		Board Approved:

JOB DESCRIPTION:

Under general supervision, perform a wide variety of custodial and maintenance duties in order to provide a clean, orderly and safe environment in keeping with District-wide sustainability efforts; and perform related work as required.

SCOPE:

The Custodian performs custodial and maintenance duties in and around District facilities; troubleshoots and performs minor 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.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Schedules, coordinates, directs and performs routine and comprehensive custodial maintenance of assigned facilities.
2. Vacuums, shampoos and spot cleans carpets and furniture; washes windows.
3. Removes trash in accordance with established procedures.
4. Cleans and disinfects restrooms, locker rooms, swim center, child care center, health occupations facilities and other facilities; orders and stocks facilities with paper and supplies.
5. Reports and responds to emergency calls for custodial assistance.
6. Responds to service requests, coordinates resources and implements the set up and take down of furniture and equipment for a wide variety of campus and community events and department moves.
7. Performs various maintenance and custodial duties such as minor installations and repairs to fixtures in restrooms, labs and classrooms.
8. Troubleshoots and repairs minor plumbing and electrical problems; replaces a variety of light bulbs and lighting accessories in areas where mobility may be limited.
9. Performs minor graffiti removal.
10. Assists with, and performs refinishing of hardwood floors.
11. Identifies stains and uses proper chemicals for removal.
12. For custodians assigned to off-campus sites, minor grounds keeping duties may be required.
13. Maintains inventory and submits written requests for supplies; tests and evaluates new supplies and equipment.
14. Operates power equipment such as forklifts, carpet extractors, pressure washer, hand and power tools and campus vehicles.

KEY DUTIES AND RESPONSIBILITIES (Continued):

- 15. Performs preventative maintenance in and around facilities.
- 16. May assist Custodial Maintenance Technicians with special projects.
- 17. Directs the work of short-term, non-continuing and student employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Work with pesticides; safely dispose of hazardous materials; identify stains and use proper chemicals for their removal; operate manual and power equipment; work effectively in and around the public; perform physical labor; understand and carry out oral and written directions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

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; general knowledge of ADA facility requirements.

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 custodial experience. Custodial and building maintenance in a school setting preferred. Background in construction trades 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.