

**TITLE: Coordinator, Custodial Services**

**CLASSIFICATION: Classified**

**SALARY GRADE: C08**

**SCOPE OF POSITION:**

Under general direction, plans, leads, and performs custodial work and repair of custodial equipment. Supports District events and coordinates major cleaning and floor care projects. Coordinates custodial activities, leads and/or performs event setup, recommends equipment and tool purchases, performs maintenance and repair of custodial equipment, and assists in training staff in custodial procedures.

**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. Coordinates the work of custodial staff for District and community events.
2. Troubleshoots, maintains, and performs repairs on cleaning equipment including repairing electrical circuit boards, rebuilding/replacing electrical motors, pumps, belts or mechanical parts. Provides recommendations regarding repairs, service, and purchase of new equipment, tools, and supplies.
3. Performs routine custodial work including proper disposal of hazardous materials.
4. Operates forklift to transport heavy loads such as tables, chairs and cleaning supplies.
5. Coordinates the maintenance of gymnasium floors including cleaning and waxing, measuring and painting court lines, and lettering and boundaries in accordance with athletic requirements.
6. Reports and responds to emergency calls for custodial assistance.
7. Installs, assembles, and rearranges office partitions, furniture, and ergonomic equipment.
8. Performs minor repairs on door hardware and locking mechanisms.
9. Receives and stocks supplies and maintains inventory of supplies, tools, and equipment.
10. Serves as a lead worker to other classified and short-term, non-continuing (STNC) employees, including assisting with scheduling.
11. May supervise the work of student employees.

**KNOWLEDGE OF:**

1. Current methodologies as they relate to custodial operations.
2. Basic maintenance and repair of related custodial equipment, furniture and fixtures.
3. OSHA regulations and proper hazardous materials handling.
4. General sanitation and cleaning codes.
5. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
6. Applicable technology, including standard office productivity software and other appropriate technology.

## **TITLE: Coordinator, Custodial Services**

### **ABILITY TO:**

1. Work with and safely dispose of pesticides and other hazardous materials.
2. Identify stains and use proper chemicals for their removal.
3. Operate manual and power equipment.
4. Respond to emergencies related to facilities and determine appropriate response.
5. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
6. Communicate effectively, both orally and in writing.
7. Exercise appropriate judgement in interactions with others and with work processes.
8. Interact with the public in a helpful, courteous and professional manner.
9. Demonstrate sensitivity to, and respect for, a diverse population.

### **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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

### **EDUCATION:**

High school diploma or G.E.D. required.

### **EXPERIENCE:**

3+ years of related experience working in custodial and general maintenance or event support operations.

### **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 an acceptable driving record.
- Ability to obtain or complete forklifts, pesticides, asbestos, and blood borne pathogens training certificates and back safety classes.
- Must be able to perform physical activities, such as, but not limited to, lifting (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.

### **SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*