

TITLE: Custodial Technician

CLASSIFICATION: Classified

SALARY GRADE: C04

SCOPE OF POSITION:

Under general supervision, performs custodial and maintenance duties and ensures a clean, orderly, and safe environment in assigned buildings or area(s). Adheres to established policies and safety procedures concerning the use and disposal of caustic agents, chemical hazards, biohazardous waste, and other hazardous materials.

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 and performs sanitation and daily cleaning activities in assigned areas. Routinely deep cleans assigned area(s) with hazardous chemicals, covering and caustic agents.
2. Performs gymnasium hardwood floor reconditioning, including waxing of other floor surfaces.
3. Responds to immediate safety concerns and emergency calls and performs hazardous material and biohazards waste, sharp instruments, debris, facility damages, and graffiti cleanups.
4. Vacuums, shampoos, and spot cleans carpets and furniture.
5. Removes waste in accordance with established procedures.
6. Cleans and disinfects District facilities. Stocks facilities with paper and supplies.
7. Performs various maintenance and custodial duties such as minor installations and repairs to fixtures.
8. Responds to service requests, performs the set up and take down of furniture and equipment for campus and community events and department moves.
9. Troubleshoots, reports and may repair minor plumbing and electrical problems. Replaces light bulbs and lighting accessories in areas where mobility may be limited.
10. Maintains inventory and submits requests for supplies. Tests and evaluates new supplies and equipment.
11. Custodians may support minor grounds keeping duties.

KNOWLEDGE OF:

1. Methods of maintaining, cleaning, and preserving surfaces.
2. Proper use of chemicals.
3. Proper handling and disposing of hazardous materials and blood borne pathogens.
4. Americans with Disabilities Act (ADA) facility requirements.
5. Relevant local, state, and federal rules and regulations, policies procedures.
6. Use of applicable technology, including standard office productivity software and other appropriate technology.

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ABILITY TO:

1. Work with pesticides.
2. Safely dispose of hazardous materials.
3. Identify stains and use proper chemicals for removal.
4. Operate manual and power equipment.
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 GED required.

EXPERIENCE:

1+ year related experience required.

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](#).