

SITE CUSTODIAN
(Classified Bargaining Unit Position)
(Range 22)

DEFINITION

Under the direction of the Dean, plan, organize and coordinate custodial services at a satellite campus; maintain buildings in a clean, orderly and secure condition; train and provide work direction and guidance to assigned custodial staff.

DISTINGUISHING CHARACTERISTICS

The Site Custodian is distinguished from other classes in the Maintenance and Operations Series in that incumbents are responsible for all custodial work at a satellite campus.

ESSENTIAL FUNCTIONS

- Coordinate the work of assigned custodial staff; create cleaning schedules in coordination with classroom use and special events; evaluate custodial operations and activities; recommend improvements and modifications;
- Train and provide work direction and guidance to assigned custodial staff; review work assignments for completion and compliance with the maintenance standards;
- Clean and sanitize restroom facilities and fixtures; replenish supplies in restrooms and related facilities;
- Sweep, vacuum, mop, wax, strip and polish floors; vacuum and shampoo carpets; dust and polish furniture, woodwork, fixtures and equipment;
- Open and secure classrooms and buildings; set and disengage alarm system; move and arrange furniture and equipment and prepare rooms; replace lights and ballasts;
- Inventory, order, receive, distribute and store custodial supplies and equipment; estimate need for supplies and equipment; perform minor repairs and preventative maintenance to custodial equipment; maintain related records;
- Coordinate repairs of campus facilities, furnishings and equipment with appropriate college personnel or arrange for maintenance with outside contractors;
- Work with faculty, staff, students and the public in coordinating preparation for special college events; coordinate large set-ups and moving of furniture and equipment;
- Answer questions and provide information to faculty, staff, students and the public; investigate complaints and recommend corrective action as necessary to resolve complaints;
- Maintain clean and orderly work areas; inspect and report health, safety, sanitary and fire hazards to appropriate authority; respond to emergency custodial requests as needed;
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffing machines and other equipment; drive a vehicle to pick up and deliver supplies;
- Establish and maintain cooperative working relationships with administration, faculty, staff, students, and others contacted in the performance of duties;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
- Perform other related duties as required.

Duties may require the physical ability to:

- see for the purpose of reading laws and codes, rules and policies, and other printed matter;
- hear and understand speech at normal levels;
- speak so that others will be able to understand a normal in-person and telephone conversation;
- walk or stand for extended periods of time;
- lifting, carrying, pushing, pulling and moving heavy furniture and equipment;
- manual dexterity sufficient to operate custodial equipment;
- bend at the waist, kneel or crouch;
- reach overhead, above the shoulders and horizontally;
- perform heavy physical labor;
- climb and work on ladders.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

DESIRABLE QUALIFICATIONS

Education:

- Equivalent to graduation from the twelfth grade.

Experience:

- Two years of increasingly responsible experience in custodial and facilities maintenance.

Knowledge of:

- Proper methods, techniques, materials, tools and equipment used in modern custodial work;
- Modern cleaning methods including basic methods of cleaning floors, blackboards, carpets, furniture, walls and fixtures;
- Proper methods of storing equipment, supplies and materials;
- Requirements of maintaining district buildings in a safe, clean and orderly condition;
- Appropriate safety precautions and procedures;
- Requirements of Hazard Communications Regulations and Material Safety Data Sheets;
- Proper lifting techniques;
- Record-keeping techniques;
- Inventory methods and practices;
- Principles of training and providing work direction.

Board of Trustees Approval: 8/4/99

CCCUE Approval: 8/3/99

Salary range increase from 21 to 22 granted due to benchmark salary survey effective 7/1/2006