

TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
CUSTODIAL TECHNICIAN	CLASSIFIED	GRADE: J MONTHS:
BOARD POLICY REFERENCE: 2005-2006 Classification Study		Board Approved:

JOB DESCRIPTION:

Under general supervision, perform maintenance and repair of custodial and select District equipment, furniture and facilities; perform routine custodial work; and perform related work as required.

SCOPE:

The Custodial Technician performs maintenance and custodial duties in and around College facilities; troubleshoots, 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.

DISTINGUISHING CHARACTERISTICS:

The Custodial Technician has broad responsibilities and is distinguished from the Custodial by the equipment and basic facility maintenance and repair work performed. The Custodial Technician may be required to work at any District location. This classification assumes the lead role for event set-up, purchases supplies and parts applicable to their tasks, and assists 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 with paper and supplies of restrooms, locker rooms, child care center, health occupations facilities and other facilities.
2. Services and maintains equipment in the Custodial Department; performs electrical and mechanical repairs on Custodial equipment.
3. Schedules, coordinates, directs and performs routine and comprehensive custodial maintenance of assigned facilities.
4. Reports and responds to emergency calls for custodial assistance.
5. Prepares site 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 and community events.
6. Participates in set-ups and moves by disconnecting and reinstalling safety devices before and after move; participates in move.
7. Troubleshoots and repairs minor plumbing and electrical problems; replaces a variety of light bulbs, fluorescent tubes, ballast and lighting accessories.
8. Repairs, maintains and installs furniture & select equipment for general student and staff use.

KEY DUTIES AND RESPONSIBILITIES: (cont.)

9. Installs classroom equipment such as shelving, maps, chalkboards, boards; paints work-spaces after a move or relocation as requested.
10. Installs earthquake-damage-prevention devices.
11. Installs and monitors pest-control devices; constructs barriers to help contain pest infestations.
12. Maintains inventory and submits written requests for supplies; tests and evaluates new supplies and equipment.
13. Purchases supplies and parts for equipment and furniture requiring repair.
14. Operates power equipment such as forklifts, carpet extractors, pressure washer, hand and power tools and District vehicles.
15. Performs preventive maintenance in and around facilities.
16. Assists Skilled Maintenance Workers as needed.
17. May serve as a lead worker in the absence of the supervisor.
18. May direct the work of student assistants and short-term, non-continuing 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; regulations for equipment and furniture for persons with disabilities.

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.

EMPLOYMENT STANDARDS (Continued):

Experience:

Demonstrated ability, knowledge and 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.