



## SENIOR CUSTODIAN

### **DEFINITION**

Under direction, assigns, directs, reviews and participates in the work of lower-level staff performing the full range of custodial duties related to the care, routine maintenance, and cleaning of assigned buildings and facilities; interacts with and provides basic information and assistance to the public; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to less experienced staff. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is the advanced-level classification in the Custodian series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

Management reserves the right to make reasonable accommodations so that qualified employees with verified medical conditions can perform the essential functions of the job.

- Provides lead direction, training and work review to a custodial crew; organizes and assigns work, sets priorities and follows up to ensure coordination and completion of assigned work.
- Provides technical and functional direction to assigned crew; assists in the recruitment and selection of staff and provides recommendations; trains employees in work methods, use of equipment and supplies, and relevant safety precautions; prepares weekly and daily schedules; reviews, controls, and evaluates quality of work; provides input to performance evaluations.
- Oversees and performs routine custodial activities within assigned areas; sweeps, scrubs, mops, strips, waxes, and polishes floors; vacuums rugs and carpets in classrooms, offices, workshops and other work areas; spot cleans and shampoos carpets.
- Cleans classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways, and other facilities as assigned; dusts and polishes furniture and woodwork; empties waste receptacles; spot mops spills; removes gum, debris, and graffiti as needed.
- Cleans and disinfects drinking fountains and restroom facilities, including sinks, toilets, and urinals; fills dispensers with towels, soap, toilet paper, and other items; washes mirrors, tile, walls, and windows; unclogs drains and toilets.
- Picks up paper and other debris from campus grounds, walkways, and areas adjacent to campus facilities; sweeps concrete surfaces adjacent to campus buildings.
- Operates custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, and other equipment as assigned.
- Performs minor maintenance to buildings and adjacent grounds; replaces light bulbs and tubes; cleans

- chalkboards, white boards, trays and erasers; empties pencil sharpeners; cleans tables, chairs and floors; operates and adjusts heating and ventilation equipment.
- Moves and arranges furniture and equipment; prepares classrooms, gymnasiums and other facilities for special events or meetings as assigned; sets up and assembles chairs, tables, and other furniture and equipment; cleans up furniture, equipment, and debris following events.
  - Locks and unlocks doors, gates, and windows as appropriate; turns lights on and off as needed; maintains security of assigned areas according to established guidelines; sets alarms as appropriate.
  - Reports safety, sanitary, and fire hazards to appropriate personnel; reports need for maintenance and repairs to appropriate authority.
  - Participates in the thorough cleaning and restoration of campus facilities during vacation periods.
  - Monitors the use of District vehicles during the assigned shift to ensure efficiency and productivity; assist team members with obtaining fuel and monitors the use of District fuel cards for custodial use.
  - Maintains records of maintenance and cleaning activities; maintains inventory of equipment and supplies.
  - Responds to calls, emails, and other inquiries and resolves any issues encountered during assigned shift; provides daily feedback to assigned supervisor or management personnel related to facilities and personnel issues.
  - Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
  - Observes and complies with District and mandated safety rules, regulations, and protocols.
  - Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of providing functional direction and training.
- Methods, materials, and equipment used in custodial work and basic and preventative building maintenance.
- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.
- Use and minor maintenance of hand and power tools and equipment used in custodial work.
- Basic facility maintenance techniques and materials.
- Basic principles and procedures of record keeping.
- Safe work methods and safety practices pertaining to the work including proper lifting techniques.
- Safe driving techniques and practices.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Use and operate a variety of custodial equipment, including high-pressure washer, vacuum cleaner, wet/dry vacuum, carpet extractor, buffer, stripper, mop, and broom.
- Clean and care for assigned areas and equipment.

- Perform basic and preventative electrical, carpentry, plumbing, and painting maintenance and repair duties.
- Travel to different sites and locations on campus.
- Use a variety of small hand tools.
- Maintain basic records.
- Understand, interpret, and apply all pertinent codes, regulations, policies, procedures, and standards relevant to the work performed.
- Understand and follow oral and written instructions.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

- Two (2) years of increasingly responsible custodial experience.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in various District buildings and facilities; strength, stamina, and mobility to perform light to medium physical work, to operate a motor vehicle, and to operate varied hand and power tools and related equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in buildings and facilities and are occasionally exposed to loud noise levels, controlled temperatures, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.