

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **CUSTODIAN II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

To perform difficult custodial duties related to the maintenance and cleaning of assigned buildings and facilities; to supervise and train lower level custodial staff; and to perform a variety of tasks relative to assigned area of responsibility.

#### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Custodian series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including supervising and training lower level staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Supervisor Facilities Operations.

Exercises technical and functional supervision over lower level staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Supervise, train and instruct lower level custodial staff in proper cleaning procedures as required; inspect the work of custodial crews throughout assigned campus areas.
2. Clean, sanitize and maintain assigned buildings, classrooms, offices and restroom facilities.
3. Secure all assigned buildings; lock all doors and windows after evening classes.
4. Sweep, vacuum, mop, wax, strip and polish floors; vacuum and shampoo carpets.
5. Dust and polish furniture, woodwork, fixtures and equipment; clean desks, tables and counter tops; clean and polish metal work such as door panels and hand railings.
6. Empty, clean and sanitize waste receptacles; pick up papers and other debris.

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7. Clean and sanitize restroom facilities and fixtures including sinks, urinals and toilets; wash windows, mirrors and walls; clean and sanitize showers as assigned; replenish restroom supplies as needed.
8. Operate custodial cleaning equipment, materials and supplies in a safe and effective manner.
9. Maintain current inventory of custodial supplies; notify supervisor of needed materials; order materials and supplies.
10. Confer with supervisors regarding custodial needs, schedules and concerns.
11. Perform emergency repairs at night; respond to emergency custodial calls during off duty hours.
12. Maintain, clean and sharpen custodial equipment, tools and supplies.

**Marginal Functions:**

1. Maintain accurate records, files and logs.
2. Assist in moving and arranging furniture and equipment and setting up rooms for special events and meetings.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Methods, materials and equipment used in custodial work.  
Mechanical applications and practices.  
Principles of lead supervision and training.  
Principles and procedures of record keeping.  
Occupational hazards and standard safety practices.  
Regulations and applicable laws regarding the use and disposal of various hazardous materials.

**Ability to:**

Clean and maintain assigned areas and equipment.  
Operate and use cleaning equipment, tools, materials and supplies.  
Perform heavy physical labor.  
Make minor repairs to facilities and equipment.  
Provide lead supervision and training to assigned lower level staff.  
Understand and follow oral and written instructions.  
Work independently in the absence of supervision.  
Communicate clearly and concisely.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

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**Experience and Training Guidelines**

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

**Experience:**

Three years of increasingly responsible custodial experience.

**Training:**

Equivalent to the completion of the twelfth grade.

**WORKING CONDITIONS**

**Environmental Conditions:**

Indoor and outdoor environment; exposure to electrical energy, noise, dust, grease, potentially hazardous chemicals, waste and infectious materials; work with machinery.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; heavy, moderate or light lifting and carrying; bending, stooping, kneeling, crawling; operating motorized equipment.