



Classification Title: Custodian III

Department:	Custodial Services	EEO6 Code:	7
Employee Group:	Classified	Salary Grade:	15
Supervision Received From:	An Assigned Supervisor in Custodial Services	Date of Origin:	9/2016
Supervision Given:	General Supervision	Last Revision:	9/2016

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 by individual positions.

JOB SUMMARY.

Performs routine to difficult custodial duties in the maintenance and cleaning of assigned buildings and facilities; trains and leads the work of lower-level custodial staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS.

Custodian III is the advanced lead-level class in the Custodian series. An employee in this class serves as Facilities lead between 4:30 and 10:00 pm and responds to emergencies and other situations requiring quick responses. An employee in this class also performs the most difficult and responsible types of duties assigned to classes within this series including leading the work of and training lower-level staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Leads, trains and provides guidance to lower-level custodial staff in proper cleaning procedures; inspects the work of custodial crews in assigned campus areas.
2. Acts as the Facilities lead between 4:30 pm and 10:00 pm and serves in an emergency response capacity for Environmental Health & Safety, parking lots, electrical and plumbing on the San Marcos campus; handles fire alarm situations including false and actual alarms; may assist in building evacuations and coordination with the local fire department; responds to elevator bell functions, closures and entrapments, assisting the Palomar College Police Department and local fire department; coordinates with elevator service company for repairs, as needed; responds to a variety of phone calls regarding situations requiring quick response.
3. Cleans and maintains assigned buildings, classrooms, offices and restroom facilities.
4. Secures all assigned buildings; locks all doors and windows at close of work day or after evening classes.
5. Sweeps sidewalks, stairs and concrete areas; picks up debris on campus.
6. Sweeps, vacuums, mops, waxes, strips and polishes floors; vacuums and shampoos carpets.
7. Dusts and polishes furniture, woodwork, fixtures and equipment; cleans desks, tables and countertops; cleans and polishes metalwork.

8. Empties and cleans waste receptacles.
9. Cleans and sanitizes restroom facilities and fixtures including sinks, urinals and toilets; washes windows, mirrors and walls; cleans and sanitizes showers as assigned; replenishes restroom supplies; installs dispensers, mirrors and mirror film.
10. Operates custodial cleaning equipment and utilizes custodial materials and supplies in a safe and effective manner.
11. Maintains an inventory of custodial supplies; notifies supervisor of needed materials; orders materials.
12. Confers with Custodial Services supervisory personnel regarding custodial needs and personnel schedules.
13. Performs emergency repairs at night; responds to emergency custodial calls during off-duty hours.
14. Maintains, cleans and sharpens custodial equipment, tools and supplies.
15. Operates a District vehicle.

Marginal Functions:

1. May power wash concrete areas.
2. Assists in moving and arranging furniture and equipment and setting up rooms for special events and meetings.
3. Maintains accurate records, files and logs.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/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, including one year of experience in a lead capacity.

Education/Training: Equivalent to completion of the twelfth grade.

Licenses/Certificates:

1. Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.
2. A valid forklift operator's certificate when required to operate such equipment by time of appointment.

Knowledge of:

1. Methods, materials and equipment used in custodial work.
2. Mechanical applications and practices.
3. Alarm codes needed to secure buildings.
4. Principles of lead oversight and training.
5. Practices and procedures of recordkeeping.
6. Organization and layout of buildings/facilities.
7. Occupational hazards and standard safety practices.
8. Regulations and applicable laws regarding the use and disposal of various hazardous materials.

Skill in:

1. Assigning and inspecting the work of other custodial personnel.
2. Coordinating activities with other individuals and agencies, including public safety personnel, contacted in the course of work..
3. Cleaning and maintaining assigned areas and equipment.
4. Operating and using cleaning equipment, tools, materials and supplies.
5. Performing heavy physical labor.
6. Making minor repairs to facilities and equipment.
7. Providing lead oversight and training to assigned lower-level staff.
8. Understanding and following oral and written instructions.
9. Working independently in the absence of supervision.
10. Documenting and maintaining work logs and records.
11. Communicating clearly and concisely.
12. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
13. Establishing and maintaining effective working relationships with those contacted in the course of work.
14. Maintaining physical condition appropriate to the performance of assigned duties and responsibilities.

WORKING CONDITIONS.

Environmental Conditions: Indoor and outdoor environment; exposure to electrical energy, noise, dust, grease, potentially hazardous chemicals and fumes, waste and infectious materials; work with machinery and on ladders.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk, stand or sit for prolonged periods of time; lift 25 pounds to shoulder height and 50 pounds to below the waist; bend, stoop, kneel and crawl; and operate motorized equipment and District vehicles.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.