

Job Description

Title:	Custodian I (previously "Custodian")
Unit:	CSEA 651
Range:	39 (Previously 34)
Committee Review:	5/15/2020
Synopsis:	Update position to reflect the change of services and needs from the College This position was updated to assist in generating a three tier custodian classification.
Rational	This position specifically performs work related to the care, maintenance, and cleaning and sanitizing of assigned buildings and facilities.

CUSTODIAN FLSA NON-EXEMPT – B-39

DEFINITION

Under general supervision, performs ~~the full~~ **a** range of custodial duties and responsibilities to maintain a clean, healthy, and productive learning and working environment. Specifically, performs work related to the care, maintenance, and cleaning and sanitizing of assigned buildings and facilities; adjusts furniture and equipment as necessary; interacts with and provides basic information and assistance to the public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the ~~Supervisor, Custodial~~ **assigned managerial personnel**. Provides basic instructions or training to subs and/or inexperienced staff.

CLASS CHARACTERISTICS

This is the journey-level **I** in the custodial class series that performs the full range of duties required to ensure that District **College** buildings and facilities provide the highest level of safety for public and staff use. Work is often performed in an assigned area and may involve working around other District **College** staff and/or the public, depending upon assignment. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Lead Custodian **II** in that the latter is responsible for **more** technical **duties**, and functional supervision **uses heavy duty equipment, is able to address more advanced stages of pathogens,** of assigned custodial staff and is capable of performing the most complex duties assigned to the function.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Performs 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.
2. Cleans classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways, **elevators**, and other facilities as assigned; dusts and polishes furniture and woodwork; empties waste receptacles; spot mops spills; removes gum, debris, and graffiti as needed.
3. 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 with standard and specialized cleaning equipment; unclogs drains and toilets.
4. **Cleans, disinfects, and sanitizes areas utilizing recommended processes when anyone is exposed to human blood, blood by-products, or other potentially infectious materials according to Occupational Safety and Health**

Administration's (OSHA) Blood-Borne Pathogen Standards and the Center for Disease Control (CDC) guidelines for Disinfection and Sterilization guide.

5. Picks up paper and other debris from District **College** grounds, walkways, and areas adjacent to District **College** facilities; sweeps concrete surfaces adjacent to District **College** buildings.
6. Operates custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, automatic scrubber (both ride on and walk behind), pick-up machine, extractor, steamer, bonneting, ~~high pressure washer, forklift, cardboard baler,~~ and other equipment as assigned.
7. 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.~~
8. 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.
9. 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.
10. Reports safety, sanitary, and fire hazards to appropriate personnel; reports need for maintenance and repairs to appropriate authority, and reports unauthorized individuals, as necessary.
11. Participates in the thorough cleaning and restoration of campus facilities during student semester break periods.
12. ~~Interfaces with the public in a non-disruptive manner; answers questions and provides standard information to the public.~~
13. ~~Observes safe work methods and makes appropriate use of related safety equipment as required.~~
14. ~~Operates a variety of hand and power tools and equipment related to work assignment as instructed.~~
15. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
16. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees; observes safe work methods and makes appropriate use of related safety equipment as required.
17. ~~Maintains~~ **Assists in maintaining** records of maintenance and cleaning activities; ~~maintains~~ inventory of equipment and supplies **for assigned area(s).**
18. **Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.**
19. ~~Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.~~
20. ~~Maintains up to date knowledge of District sanitation and cleaning practices.~~
21. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Methods, materials, and equipment used in custodial work and basic and preventative building maintenance.
2. Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.
3. Proper use and minor maintenance of hand and power tools, blowers, and equipment used in custodial work.
4. Basic facility maintenance techniques and materials.
5. Basic principles and procedures of record keeping.
6. Safe work methods and safety practices pertaining to the work.
7. Safe driving rules and practices.
8. ~~English usage, spelling, vocabulary, grammar, and punctuation.~~
9. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and ~~District~~ **College** staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

Skills & Abilities to:

1. Use and operate a variety of custodial equipment, including ~~high-pressure washer,~~ vacuum cleaner, wet/dry vacuum, carpet extractor, buffer, mop, broom, and window washing equipment.
2. Clean and care for assigned areas and equipment.
3. **Operates a variety of hand and power tools and equipment related to work assignment as instructed.**
4. ~~Travel to different sites and locations on and off campus.~~
5. ~~Meet and deal tactfully and effectively with the public.~~
6. ~~Use a variety of small hand tools.~~
7. ~~Maintain basic records.~~
8. Follow department policies and procedures related to assigned duties.
9. Understand and follow oral and written instructions.
10. Organize own work, set priorities, and meet critical time deadlines.
11. Use English effectively to communicate in person, over the telephone, and in writing.
12. ~~Understand scope of authority in making independent decisions.~~
13. **Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.**
14. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
15. 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:~~

Experience ~~Equivalent to the completion of the twelfth (12th) grade. Any combination equivalent to:~~ sufficient training and experience to demonstrate the knowledge and abilities listed above.

Licenses and Certifications:

Possession of and ability to maintain a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in various ~~District~~ **College** 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; 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~~ **Incumbents** must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

ENVIRONMENTAL ELEMENTS

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

Job Description

Title: Custodian II

Unit: CSEA 651

Range: 44

Committee Review: 5/15/2020

Synopsis: New Position to separate higher level duties from the Custodian I position

Rational

This position was created to be the second level of the custodian classification series. While being able to perform the duties of a level I, this positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures, guidelines, and policy addressing chemicals, heavy equipment, and advanced stages of pathogens

CUSTODIAN II
FLSA NON-EXEMPT – B-44

DEFINITION

Under general supervision, performs the full range of custodial duties and responsibilities to maintain a clean, healthy, and productive learning and working environment. Specifically, performs work related to the care, maintenance, and cleaning and sanitizing of assigned buildings and facilities; adjusts furniture and equipment as necessary; interacts with and provides basic information and assistance to the public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned managerial personnel. Provides basic instructions or training to temporary employees and/or staff.

CLASS CHARACTERISTICS

This is the journey-level II in the custodial class series that performs the full range of duties required to ensure that College buildings and facilities provide the highest level of safety for public and staff use. Work is often performed in an assigned area and may involve working around other College staff and/or the public, depending upon assignment. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures, guidelines, and policy addressing chemicals, heavy equipment, and advanced stages of pathogens. This class is distinguished from Lead Custodian in that the latter is responsible for technical and functional supervision of assigned custodial staff and is capable of performing the most complex duties assigned to the function.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Performs custodial activities within assigned areas; sweeps, scrubs, mops, strips, refinishes, and polishes floors; vacuums rugs and carpets in classrooms, offices, workshops, and other work areas; spot cleans and shampoos carpets using carpet bonnets and extractors.
2. Cleans classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways, elevators, and other facilities as assigned; dusts and polishes furniture and woodwork; empties waste receptacles; spot mops spills; removes gum, debris, and graffiti as needed.
3. Cleans and disinfects drinking fountains and restroom facilities, including sinks, toilets, and urinals; fills dispensers with towels, soap, toilet paper, and other items; cleans mirrors, tile, walls, and windows with standard and specialized cleaning equipment; unclogs drains and toilets.
4. Cleans, disinfects, sanitizes, and sterilizes facilities using Occupational Safety and Health Administration (OSHA), and the Center for Disease Control (CDC) guidelines

- and standards for the prevention, containment, and elimination of pathogens, viruses, and other potentially infectious materials including proper disposal of biohazard waste.
5. Use of specialized tools and equipment including electrostatic applicators, foggers, and other enhanced methods of disinfection with use of associated chemicals, and United States Environmental Protection Agency (EPA) registered sanitizer, and disinfectant multipurpose tablets.
 6. Operates light trucks, forklifts, sweepers, auto scrubbers, buffers, pick-up machines, and blowers as necessary to maintain campus area(s) of assignment including adjacent to facilities as assigned; participates in the baling of cardboard; oversees maintenance of College vehicles and equipment; initiates service requests and demonstrates advanced knowledge and skill of hot water carpet extractors, steamers, bonneting, high pressure washer, forklift, and other equipment as assigned.
 7. Provides cleaning and renovation of facilities during school intersession periods.
 8. Installs and performs minor repairs on office, classroom, and restroom facilities including pencil sharpeners, paper dispensers, and soap dispensers; assists other maintenance staff in performing minor repairs as required, regulate ventilation, and temperature; cleans air vents as required.
 9. Picks up paper and other debris from College grounds, walkways, and areas adjacent to College facilities; including courtyards, eating areas, parking structures, and elevators; sweeps concrete surfaces adjacent to College buildings.
 10. 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.
 11. 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.
 12. Reports safety, sanitary, and fire hazards to appropriate personnel; reports need for maintenance and repairs to appropriate authority, and reports unauthorized individuals, as necessary.
 13. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees.
 14. Maintains records of maintenance and cleaning activities; works in the bulk storage custodial area of the warehouse and conducts supply distribution activities; maintains inventory of equipment and supplies; maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
 15. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
 16. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Methods, materials, and equipment used in custodial work and basic and preventative building maintenance.
2. OSHA, federal, and state guidelines to address pathogens and biohazards.
3. Proper methods of storing equipment, materials, and supplies.
4. Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.
5. Proper use and minor maintenance of hand and power tools, blowers, and equipment used in custodial work.
6. Basic facility maintenance techniques and materials.
7. Basic principles and procedures of record keeping.
8. Safe work methods and safety practices pertaining to the work.
9. Safe driving rules and practices.
10. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

Skills & Abilities to:

1. Use of proper methods, materials, tools, and equipment used in custodial work.
2. Prepare for, respond to, and recover from biohazards in the workplace.
3. Requirements of maintaining school buildings in a safe, clean, and orderly condition.
4. Use appropriate safety precautions and procedures.
5. Utilizing modern cleaning methods, including basic methods of cleaning and preserving floors, white boards, chalkboards, carpets, furniture, walls, and fixtures.
6. Ability to use cleaning materials, equipment, and methods according to pre-determined standards.
7. Ability to learn and apply knowledge of the schedules, procedures, and use of equipment and supplies used in custodial work.
8. Organize own work, set priorities, and meet critical time deadlines.
9. Use English effectively to communicate in person, over the telephone, and in writing.
10. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
11. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
12. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Three (3) years of full time equivalent experience in sufficient training and experience to demonstrate the knowledge and abilities listed above.

Licenses and Certifications:

1. Possession of and ability to maintain a valid California Driver's License.
2. Possession of, or ability to obtain within six months of employment, forklift certification.

3. Possession of, or ability to obtain within six months of employment, and maintain specialized training certificates, and completion of annual refreshers for pandemic planning, blood borne pathogens, hazard awareness, respiratory protection awareness, vacuum, restroom, light duty, and utility specialist.

PHYSICAL DEMANDS

Must possess mobility to work in various College 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; 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. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in buildings and facilities and are occasionally exposed to loud noise levels, controlled temperatures, confining workspace, hazardous chemicals, subject to exposure to biological conditions which may be unhealthful or hazardous, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Job Description

Title:	Lead Custodian
Unit:	CSEA 651
Range:	52 (previously 46)
Committee Review:	5/15/2020
Synopsis:	Update position to reflect the change of services and needs from the College This is the advanced journey-level in the third level in custodial class series that performs custodial duties, as well as the most complex duties, required to ensure that College buildings and facilities provide the highest level of safety for public and staff use. Responsibilities include prioritizing, organizing, assigning, scheduling, inspecting, and reviewing the work of assigned staff performing a wide variety of tasks in the inspection and cleaning of assigned facilities in a timely manner. This classification will also be required to be fully aware of the operating procedures, guidelines, and policy addressing chemicals, heavy equipment, and advanced stages of pathogens
Rational	

LEAD CUSTODIAN FLSA NON-EXEMPT – B-52

DEFINITION

Under general supervision, leads, trains, oversees, and participates in the work of a crew responsible for performing the full range of custodial duties and responsibilities to maintain a clean, healthy, and productive learning and working environment. Specifically, performs work related to the care, maintenance, and cleaning and sanitizing of assigned buildings and facilities; performs minor maintenance to buildings and adjacent grounds; adjusts furniture and equipment as necessary; ~~and functions;~~ interacts with and provides basic information and assistance to the public; provides technical and specialized assistance to the ~~Supervisor, Custodial Services~~ **assigned managerial personnel**.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the ~~Manager, Custodial Services~~ and direct supervision from the ~~Supervisor(s), Custodial Services~~ **assigned managerial personnel**. Exercises technical and functional supervision over and provides training to assigned custodial staff.

CLASS CHARACTERISTICS

This is the advanced journey-level in the custodial class series that performs custodial duties, as well as the most complex duties, required to ensure that ~~District~~ **College** buildings and facilities provide the highest level of safety for public and staff use. Responsibilities include prioritizing, organizing, assigning, scheduling, inspecting, and reviewing the work of assigned staff performing a wide variety of tasks in the inspection and cleaning of assigned facilities in a timely manner. This class is distinguished from the Supervisor, Custodial in that the ~~Supervisor, Custodial is the full supervisory-level class in the series~~ **is** responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in maintenance operations; whereas, the Lead is responsible for overseeing day to day operational activities.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Provides lead direction, training, and work review and evaluation to assigned custodial staff; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
2. Provides input into selection decisions, disciplinary matters and other personnel decisions.
3. Trains staff in the proper use of custodial equipment and supplies; maintains equipment and supplies in good working condition; **observes safe work methods and makes appropriate use of related safety equipment as required.**
4. **Cleans, disinfects, sanitizes, and sterilizes area facilities using Occupational Safety and Health Administration (OSHA), and the Center for Disease Control (CDC) guidelines and standards for the prevention, containment, and**

elimination of pathogens, viruses, and other potentially infectious materials including proper disposal of biohazard waste.

5. Performs custodial activities within assigned areas; sweeps, scrubs, mops, strips, refinishes, and polishes floors; vacuums rugs, carpets, stair wells, and all hard surface floors in classrooms, offices, workshops, and other work areas; spot cleans, shampoos carpets, extracts carpets, and carpet restoration cleaning.
6. 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.
7. Cleans and disinfects drinking fountains and restroom facilities, including sinks, toilets, and urinals; fills dispensers with towels, soap, toilet paper, and other items; cleans mirrors, tile, walls, and windows; unclogs drains and toilets.
8. Picks up paper and other debris from ~~District~~ **College** grounds, walkways, and areas adjacent to ~~District~~ **College** facilities; sweeps concrete surfaces adjacent to ~~District~~ **College** buildings wash down sidewalks, building entrances, and stairwells.
9. Operates custodial equipment such as vacuums, mops, small hand and power tools, ride-on and walk behind automatic scrubbers, and other equipment as assigned.
10. 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.
11. 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.
12. 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.
13. Reports safety, sanitary, and fire hazards to appropriate personnel; reports need for maintenance and repairs to appropriate authority.
14. Coordinates s, schedules s, and participates in the thorough cleaning and restoration of campus facilities during vacation periods.
15. ~~Interfaces with the public in a non-disruptive manner; answers questions and provides standard information to the public.~~
16. ~~Observes safe work methods and makes appropriate use of related safety equipment as required.~~
17. ~~Operates a variety of hand and power tools and equipment related to work assignment as instructed.~~
18. ~~Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.~~
19. ~~Provides needed information and demonstrations concerning how to perform certain work tasks to new employees.~~
20. Maintains records of maintenance and cleaning activities; maintains inventory of equipment and supplies.
21. ~~Assists groups using facilities as requested; may explain or enforce facility rules.~~

- ~~22. Learns and applies emerging technologies and, as necessary, performs duties in an efficient, organized, and timely manner.~~
- ~~23. Moves furniture and equipment in the course of performing custodial work.~~
- 24. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.**
25. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of providing technical and functional direction and training to assigned staff.
2. Methods, materials, and equipment used in custodial work and preventative building maintenance.
3. **OSHA, federal, and state guidelines to address pathogens and biohazards.**
4. Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.
- ~~5. Use and minor maintenance of hand and power tools and equipment used in custodial work.~~
6. Facility maintenance techniques and materials.
7. Principles and procedures of record keeping.
8. **Modern office practices, methods, and computer equipment and applications related to the work.**
9. Safe work methods and safety practices pertaining to the work.
10. Safe driving rules and practices.
- ~~11. English usage, spelling, vocabulary, grammar, and punctuation.~~
12. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and ~~District~~ **College** staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

Skills & Abilities to:

1. Plan, prioritize, coordinate, schedule, assign, and oversee activities of custodial personnel.
2. Inspect the work of others and maintain established quality control standards.
3. Train others in proper and safe work procedures.
4. Identify and implement effective course of action to complete assigned work.
5. **Prepare for, respond to, and recover from biohazards in the workplace.**
6. Use and operate a variety of custodial equipment, including but not limited to: high-pressure washer, vacuum cleaner, wet/dry vacuum, carpet extractor, buffer, floor finish applicator, extractor, ride-on, and walk behind automatic scrubbers, mop, and broom.
- ~~7. Clean and care for assigned areas and equipment.~~

8. ~~Travel to different sites and locations.~~
9. ~~Meet and deal tactfully and effectively with the public.~~
10. ~~Use a variety of small hand tools.~~
11. ~~Maintain basic records.~~
12. Follow department policies and procedures related to assigned duties.
13. ~~Understand and follow oral and written instructions.~~
14. Organize own work, set priorities, and meet critical time deadlines.
15. Use English effectively to communicate in person, over the telephone, and in writing.
16. ~~Understand scope of authority in making independent decisions.~~
17. **Learns and applies emerging technologies and, as necessary, performs duties in an efficient, organized, and timely manner.**
18. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
19. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
20. ~~Operate modern office equipment including computer equipment and software programs.~~

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:~~

Equivalent to the completion of the twelfth (12th) grade and janitorial or custodial experience which included oversight of others and coordination of custodial work **five (5) years of full time equivalent experience in sufficient training and experience to demonstrate the knowledge and abilities listed above. Additional full time equivalent years of experience can be substituted for the required education on a year-for-year basis.**

Preferred Qualifications:

Oversight of others and coordination of custodial work.

Licenses and Certifications:

1. Possession of and ability to maintain a valid California Driver's License.
2. **Possession of, or ability to obtain within six months of employment, forklift certification.**
3. **Possession of, or ability to obtain within six months of employment, and maintain specialized training certificates, and completion of annual refreshers for pandemic planning, blood borne pathogens, hazard awareness, respiratory protection awareness, vacuum, restroom, light duty, and utility specialist.**

PHYSICAL DEMANDS

Must possess mobility to work in various District **College** buildings and facilities; strength, stamina, and mobility to perform medium physical work 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~~ **Incumbents** must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

ENVIRONMENTAL ELEMENTS

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