

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****This form is used to gain approval prior to recruiting for a position.**

Instructions for completing this form are located on the back.

Position: ~~Custodial 1~~ Custodian IDepartment: CustodialTime (FTE): 100 Term (months/year): ~~39~~ 12Work Schedule (Days, Hours): M-Th 10pm-6am Fri 6pm-2amSalary Schedule (Range): 39Background and Rationale (use back of form if additional space is needed): Custodial 1 position is an established general fund position assigned tothe custodial department and backfills for a recent Personnel Transaction.This position is vital in our ongoing effort to maintain a healthy attractive facility that consistently meets anAPPA level 3 cleaning standard, and protect the college's long term investment.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). _____

Please list the Account Number(s) and Budget Amount(s) that is/are being used to fund this Position. **This section MUST be completed in order to provide budget for the position.**Account Number(s): 11000 625000 212000 653000 -2100100 % Amount \$ \$87,054

Account Number(s): _____

_____ % Amount \$ -85263Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:1. Requesting Manager Signature [Signature]Date 02/24/232. Division Vice President Signature [Signature]Date 3/6/20233. Chief Compliance/Budget Officer Signature [Signature]Date 03/06/234. Human Resources Signature [Signature]

Date

5. Vice President, Human Resources [Signature]3/15/23

Date

☒ Funding available ☐ Funding not available Position Number: CB9930 Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:☐ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO [Signature]Date March 21, 2023☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): John Sipkovich
Last day of employment: 01/09/23 1/10/23
Reason for vacancy: _____
(Attach **Existing** Job Description)☐ Newly Funded Position Fiscal Year 22-23
☐ No Existing Job Description
(Attach Draft of **New** Job Description)
☒ Classified ☐ Confidential
☐ Supervisory ☐ Administrative****For Temporary Special Project Administrators only**☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status charge form.

Funding From: General Funds

EZ Salary Projection FY 2022-23 (50% or more FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	UB
Enter salary range	39
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$85,263

For Salary Ranges, please refer to the Human Resources

Website/Salary Schedules:

<http://www.mtsac.edu/hr/salary-schedule.html>

For questions, contact Christine Lam at Ext. 5428 or clam@mtsac.edu

Revised 3.7.22

CUSTODIAN I

DEFINITION

Under general supervision, performs 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 assigned managerial personnel. Provides basic instructions or training to temporary employees and/or 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 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 and policies of the work unit. This class is distinguished from Custodian II in that the latter is responsible for more technical duties, uses heavy duty equipment, is able to address more advanced stages of pathogens, 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 College grounds, walkways, and areas adjacent to College facilities; sweeps concrete surfaces adjacent to 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, 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.
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. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
13. 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.
14. Assists in maintaining records of maintenance and cleaning activities; inventory of equipment and supplies for assigned area(s).
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. 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. 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 and operate a variety of custodial equipment, including 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. Follow department policies and procedures related to assigned duties.
5. Understand and follow oral and written instructions.
6. Organize own work, set priorities, and meet critical time deadlines.
7. Use English effectively to communicate in person, over the telephone, and in writing.
8. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
9. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

10. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Experience 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 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, chemicals, 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.

Amended: 7/2020