

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: Lead CustodianDepartment: Maintenance and OperationsTime (FTE): 100% Term (months/year): 12Work Schedule (Days, Hours): Mon - Thurs 10:00 p.m. - 6:00 a.m. Fri 6p - 2aSalary Schedule (Range): 52Background and Rationale (use back of form if additional space is needed): The Lead Custodian provides essential lead direction,training, and daily work review and evaluation. This position is currentlyone of two lead custodian positions assigned to the night shiftin support of forty-three employees.

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.**11000-625000-212000-653000-2100\$96,348Account Number(s): ~~110000-625000-212000-653000~~100 % Amount \$ ~~94,346~~

Account Number(s): _____

% Amount \$Funding: (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]08/22/2022Date
08.22.20222. Division Vice President Signature [Signature]Date
08/23/22

3. Chief Compliance/Budget Officer Signature _____

Date

Ryan Wilson

Digitally signed by Ryan
Wilson
Date: 2022.08.25
10:42:40 -07'00'4. Human Resources Signature [Signature]

Date

5. Vice President, Human Resources [Signature]8/31/2022

Date

☒ Funding available ☐ Funding not available Position Number: CB9910 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 [Signature]September 6, 2022
Date

From: [Lopez, Dan](#)
To: [Carter, Alexis](#); [Lopez, Dan](#)
Subject: Employee Exit - Keisha Marts
Date: Tuesday, August 23, 2022 1:53:24 PM

Please see exit information below:

Employee Name:	Keisha Marts
Banner ID:	A03154968
Position Title:	Lead Custodian
Classification:	Classified 651
Department:	Custodial
Supervisor:	Kenneth Mc Alpin
Separation due to retirement:	No
Last workday on campus:	7/14/2022
Last Day of Employment:	8/16/2022

Thanks,

Dan Lopez
Human Resources
Technician
Human Resources



 dlopez180@mtsac.edu
 [909.274.5466](tel:909.274.5466)
 [909.274.2031](tel:909.274.2031)

Mt. San Antonio College
1100 N. Grand Ave.
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www.mtsac.edu



Facilities Planning & Management
(909) 594-5611, Ext. 4850

Date: August 22, 2022

To: Ken Bohan
Director, Maintenance and Operations

From: Kenneth McAlpin, Assistant Director, Maintenance and Operations

Subject: Hiring Justification – Lead Custodian

I am requesting approval to fill the vacancy of a Lead Custodian position created by the sudden and unexpected resignation of Keisha Marts effective August 16, 2022. The Lead Custodian provides essential lead direction, training, and daily work review and evaluation. This position is currently one of two lead custodian positions assigned to the night shift in support of forty-three employees.

It is recommended that this position be filled immediately.

Thank you for your consideration.

A handwritten signature in blue ink, which appears to read "Kenneth McAlpin", is placed over a rectangular yellow highlight on the document.

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	52
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$94,315

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

LEAD CUSTODIAN

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; interacts with and provides basic information and assistance to the public; provides technical and specialized assistance to the assigned managerial personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the 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 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 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. 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.
3. 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.
4. 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.
5. 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.
6. 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.

7. Picks up paper and other debris from College grounds, walkways, and areas adjacent to College facilities; sweeps concrete surfaces adjacent to College buildings wash down sidewalks, building entrances, and stairwells.
8. Operates custodial equipment such as vacuums, mops, small hand and power tools, ride-on and walk behind automatic scrubbers, and other equipment as assigned.
9. 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.
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.
13. Coordinates, schedules, and participates in the thorough cleaning and restoration of campus facilities during vacation periods.
14. Maintains records of maintenance and cleaning activities; maintains inventory of equipment and supplies.
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. 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. Facility maintenance techniques and materials.
6. Principles and procedures of record keeping.
7. Modern office practices, methods, and computer equipment and applications related to the work.
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. 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. Follow department policies and procedures related to assigned duties.
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, performs 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:

Equivalent to the completion of the twelfth (12th) grade and five (5) full time equivalent years of 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 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. 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