

April 15, 2025

MT. SAN ANTONIO COLLEGE – HUMAN RESOURCES REQUEST TO FILL – STAFF and ADMINISTRATIVE POSITIONS

(Instructions for completing this form begin on page 2)

Classified Confidential Administrative

Temp Special Projects Administrator (see AP 7135) Out-of-Class Assignment

A Position: Coordinator, Custodial Services FTE (%): 100
Division: Administrative Services Department: Facilities-M & O (Custodial)
Term (month/year): 12 Salary Schedule (Range): 57
Work Schedule (Days, Hours): Mon-Thu:10:00pm-6am;Friday:6:00pm-2:00am

B Previously Budgeted Position - Vacant (Incumbent Separated/Separating)
Incumbent name: N/A Last date of employment: _____
Reason for vacancy: Resignation Position has been budgeted in FY24-25 Adopted budget.
Newly or Previously Budgeted Position - Never Filled See original RTF on the next page. NRA Phase 14 2022-2023
Fiscal Year Budget Approved: 2024 2022-2023 Budget Source (e.g., NRA, Grant Name): General Funds
Out-of-Class Assignment Reason Incumbent on Leave Vacancy Back-Fill

C Rationale/Operational need for and consequence of not, filling this position (attached additional page if needed):
Please see attachment.

Area Vice President Initials: SC

D Budget information to fund this position: \$117,037.00
Account Number: 11000-625000-212000-653000-2100 Amount: _____ % \$ 107,717.00
Account Number: _____ Amount: _____ % \$ _____
Fund (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 (grant/temporary funded): Beginning date: _____ End date: _____
Comments / Please list any changes in the budgeted position (e.g. title, FTE, Term, etc.): _____
Fiscal Use Only: Funding available Funding not available | Position # CB9998 Contract # 214118

E Signatures - print/sign/date (to be completed in numerical order):
1. Requesting Manager: Daniel Madrigal Daniel Madrigal 4/10/25
2. Division Vice President: Shannon Carter Shannon Carter 4/10/25
3. Applicable Human Resources Manager: _____
4. Chief Compliance/Budget Officer: Rosa Royce 04/22/25
5. Vice President, Human Resources: Recommend to fill Yes No (see attached rationale) SS 4/25/25
Initial Date

Reviewed by the President's Cabinet, the following action was taken on the above request:
 Approved to fill immediately Approved to fill (enter date) _____ Denied

6. President/CEO: Martha Garcia Dr. Martha Garcia May 6, 2025

**MT SAN ANTONIO COLLEGE
SALARY AND BENEFITS PROJECTION**

POSITION NUMBER	FTE	SCH	RANGE	TITLE	NAME	FY 24-25 Jul - Jun (12 mos)	
Cordinator Custodial Services Positions							
CB9864	1.000	CB	57	Coordinator, Custodial Services	Vacant (former employee Bruno Granillo)	117,037	<i>UGF</i>
CB9910	1.000	CB	57	Coordinator, Custodial Services	Vacant (former employee Keisha Marts)	117,037	<i>UGF</i>
CB9998	1.000	CB	57	Coordinator, Custodial Services	Vacant	117,037	<i>UGF</i>
CB9992	1.000	CB	57	Coordinator, Custodial Services	Vacant (former employee Alex Ortega)	117,037	<i>UGF</i>

Assumptions:

- 1. The salary calculations include the negotiated increase of 8.22% and 1.07% for CSEA 651 employees.*
- 2. It also includes Health and Welfare rates for 2024-25.*

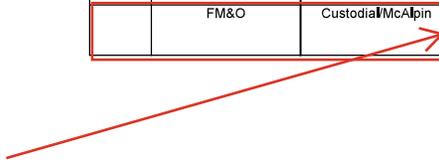
2022-23 NEW RESOURCE ALLOCATION REQUESTS - PRIORITIZED SUMMARY

(For requests that have been approved for funding, please provide documentation to support amount requested, such as price quotes from vendor, copy of catalog, etc.)

TEAM: Administrative Services

Priority Number	Division	Department-Org/Department's	Description	To Be Completed By Departments					
				Justification of Need		One-time	Ongoing	Total Requested	Strategic Goals
	Police & Campus Safety	Mike Williams	Campus Parking Management System-LPR Based	The campus parking system (turbo-DataSystems) does not provide an integrated parking management system that supports automated parking pass issuance or LPR citation issuance. Our previous vendor (Credentia) stopped providing parking system services to the college effective Fall 2021. Therefore, the college began an RFP process to identify a vendor, that can provide a fully integrated and technologically advanced parking management system capable of supporting the parking pass and citation needs of the campus. The college entered into a cooperative agreement-RFP process via Sourcewell. At the conclusion of the RFP, T2 was selected as the most qualified vendor. The new technology will make it easier for students to obtain parking passes (online) and provide for the enforcement of campus parking regulations via LPR. Ultimately, the new system will better serve the needs of our student and staff communities and reduce the revenues that are expended for related administrative and parking enforcement staff. The requested funding includes training cost associated with the new system. Funding Summary: \$454,000-Equipment/Training (One-time); \$200,000-System Infrastructure (One-time); and \$15,000 (Maintenance/fees Ongoing Cost). This request aligns with Cabinet Budget Priority # 2-Reduce Future Operating Expenses with Integrated Sustainable and Technology Based Solutions		654,000	15,000	669,000	5,6
	Purchasing/Fiscal Resources/IT	Angelica Davis	Professional Services for Inventory of Campus Assets and New Asset Software	Completing physical inventory every 2-years is a requirement of the College's to comply with best practices of Accounting and to maintain fiscal independence. Due to the pandemic, the physical inventory was not conducted as scheduled. Upon returning to campus, it was found that there is not a clearly established process that exists for managing inventory, surplus, and disposal of assets. It is recommended that a professional consulting firm is utilized to complete a physical inventory due to the large size of our campus, and to ensure accuracy in conducting the inventory, and assist us in recommending an asset management software, or advise how to best utilize exiting software to maintain an accurate tracking of assets, to include surplus and disposals processes. Lead: Angelic Davis; Marisa Ziegenhohn, Anthony Moore Aligns with Cabinet Priority #2 Reduce Future Operating Expenses with Integrated Sustainable and Technology Based Solutions		300,000		300,000	4,6
	IT - Security & Infrastructure	Chris Schroeder	Assistant Director, Information Security at Classified management range 17 **Approved for Technology Categorical Funds**	Cybersecurity attacks are on the rise in higher education. According to a recent Forbes article, cyber-attacks cost higher education institutions an average of \$112,000 in ransom payments while the total cost of resolving the attack is much higher! Year-to-date California schools and colleges have experienced the largest number of attacks (22 attacks affecting 303 schools) with the total cost of downtime being \$1,640,859,984. Mt. SAC IT Department systems have caught thousands of attempted attacks in just the last three months. While strategically placed systems and new cyber security training are helping protect our network, the Assistant Director will provide critical skills and resources that we currently lack in our efforts to provide a robust information security infrastructure. The Assistant Director will lead the implementation of an information security team to measure, report, and effectively remediate discovered information security vulnerabilities; publish standard operating procedures, policies, and workflows for handling information security incidents; provide monthly reports showing trends of its operations and efficacy. Aligns with Cabinet Priority #1 Stabilize General Fund with both Revenue and Expense Solutions, and Cabinet Priority #5 Restructure to Meet Program Staffing Needs.			221,457	221,457	1, 2, 4, 5, 6
	FM&O	Central Plant/Bohan	CHW Loop On-Line Disinfectant Feed System	The 2M gallon Thermal Storage Tank has an open vent to aid in expansion and contraction of the chilled water loop system. This open vent is located above the tank in parking lot H. Unfortunately this allows debris and airborne contaminants to enter the chilled water storage tank and system. It is highly recommended we install an automated biocide chemical feed system into the chilled water tank and/or loop at the Central Plant. Nalco has provided a preliminary quote and future analysis of their proposed solution is necessary. Scheduled Maintenance funds will be required for the initial equipment and any fencing. Cabinet Priority #2			15,000	15,000	4
	FM&O	Custodial/McAlpin	Custodial I -Student Center (1) FTEs, Range 39, PH1	Additional staff required per APPA analysis to maintain adequate APPA level 3 cleaning standard in new Student Center. Additional SF of 112,343 to maintain with added building features. This Phase 1 for the Student Center consists of 2 custodians. Cabinet Priorities # 1, 5			85,263	85,263	2, 4
	FM&O	Custodial/McAlpin	Custodial II -Student Center (1) FTEs, Range 44, PH1	Additional staff required per APPA analysis to maintain adequate APPA level 3 cleaning standard in new facilities. Additional SF of 112,343 to maintain with added building features. This Phase 1 for the Student Center consists of 2 custodians. Cabinet Priorities # 1, 5			88,577	88,577	2, 4
	Technical Services - Event Services	Kevin Owen Brandin Bowman	Provide funding for in-progress classification updates to Event Technician 1 (Currently A68) and Event Coordinator (Currently A89) job descriptions **Pre-approval pending reclassification process**	The job descriptions for the Event Tech I and Event Coordinator are being updated to include relevant scope and duties, especially to support operations in the Student Center. The salaries for the job descriptions are being evaluated against comparison schools for parity and are on track to be updated. This request provides funding for the upcoming changes. This aligns with Cabinet Priority #5 - Restructuring to Meet Program Staffing Needs. **One-time funds covers changes to the 22-23 Fiscal Year. Ongoing funding to begin in the 23-24 year going forward. Budget projection by Fiscal Services in July 2022 (Tentative changes A68-A75 and A88-A95).		20,449	21,392	41,841	G2, G4
	Technical Services	Kevin Owen	Provide funding for in-progress updates to the Manager, Technical Services Engineering job description (Currently M14). Updates include additional job scope and to provide parity with other technical support management positions. Title will be changed to Manager, Audio Visual Services **Pre-approval pending reclassification process**	There has been a significant increase in job scope since the creation of this position in 2015 and this position impacts nearly every department and area on campus. When this position was created, there were approximately 250 classroom AV systems on campus, 4 digital signage systems, no integrated audio/paging, no Alertus installations and network cameras were not under this position. There are now over 525 AV systems, 40 digital signage systems, Alertus in 10 buildings and in all new construction projects, integrated audio distribution and paging across campus, and a central camera system, with over 250 cameras. This position oversees AV system design in all new construction projects and numerous upgrades and new installations across campus, along with technical support for the 525+ AV systems on campus. The number of direct reports this position oversees has grown and now includes a Special Project Manager. Additionally, this position needs to be elevated to be equitably aligned with the Manager, Technical Support Position. This aligns with Cabinet Priority #5 - Restructuring to Meet Program Staffing Needs. Budget projection by Fiscal Services in June 2022, M14-M16.			12,415	12,415	G2, G4

Fiscal Services	Morris Rodrigue	Fiscal Services Analyst 1 FTE, Range 120, 12 months	This continues to be a need for the Fiscal Services department, especially due to the recovery from the pandemic as the department continues to advise, monitor, and report on a large number of restricted funding, budget, and personnel projections. The personnel transactions requests have increased by 91 percent from 2017-18 to 2021-22 (from 720 transactions to 1,374). The grants and categorical programs have increased from 121 in 2018-19 to 160 in 2021-22. The current Fiscal Analyst is devoted to maintain the budget Questica software and requests from departments, leaving minimal time to accomplish other tasks. The current Fiscal Analyst worked 346.25 hours of overtime, which is equivalent to 8.7 weeks of work. There are a myriad of compliance reports, audit/fiscal independence reports, internal control reviews, financial software applications, collective bargaining analysis requests, complex personnel conversions and projections, apportionment/enrollment reports, special account analysis, development of business processes, and accreditation reports that require a higher level of expertise to ensure audit compliance, accurate reporting, and ability to analyze and troubleshoot financial transactions. Due to the high turnover in the department, there is a need to develop procedures, train staff, re-train and create training material. There are no staff that can help with staff training. A higher level of knowledge and complexity is required to accomplish these tasks. Having accurate and reliable financial information in a timely manner directly supports the ability for the College to obtain and maintain funding for the Unrestricted and Restricted Funds and is aligned to Presidents Cabinet priorities: 1. Stabilize General fund with both Revenue and Expenditure Solutions 2. Reduce future operating expenses with integrated sustainable and technology based solutions 3. Invest in diversified enrollment growth and retention strategies 4. Emphasize Equity and Basic Needs Integration and Academic Support 5. Restructure to meet program staffing needs	140,957	140,957	1, 2, 5	
FM&O	FM&O -Bohan	Custodial/Maint/Gnds - Supplies for Student Center- PH1	Cabinet Priority #5 Annual and Periodic Fire Protection Systems including Fire Sprinklers, Fire Alarms, Fire Alarm Monitoring, Fire Extinguishers, Fire Suppression, Fire Curtains are all Building Code and LA County Fire Department Requirements, Elevators/Escalators are CA State Code Required to have a licensed 3rd party Elevator company perform the monthly elevator inspection, annual inspections, and 5 yr. inspections. Backflow Preventers are required to be annually inspected within LA County. Kitchens have walk-in refrigerated storage as well as freezer storage. Both require refrigeration system expert for maintaining proper health code required temperatures. The temperatures also need to be monitored either manually on chart sheets or with electronic data loggers and alarm alerts. The kitchens also have specific sanitary sewer drain lines that need to be jetted periodically which requires the 3rd plumber for work-load demands. The sanitary sewer lines run to a grease interceptor tank which needs to be pumped out on a periodic basis based on kitchen usage with the minimum of twice per year. The water softener is required to protect the useful life of the boilers and requires periodic testing of the resin performance for hardness removal and the additional cost of salt pellets	43,355	43,355	2, 4	
FM&O	Custodial/McAlpin (broken out)	Custodial/Maint/Gnds - Supplies for Student Center- PH1	Cabinet Priority #5 The new Student Center will have 6 large Men's & Women's Bathroom with a set on each floor. There will also be nine Gender Neutral restrooms within the building. Restrooms will need to be cleaned and sanitized on a periodic basis with normally two time/day minimum. Restrooms will be stocked with sanitary dispenser and supplies. Restrooms, Conference Rooms, Hallways, Meeting Rooms, and Escalator areas will be cleaned. Supplies are needed for proper cleaning and sanitizing of the Student Center Building Spaces.	17,141	17,141		
IT - Security & Infrastructure	Chris Schroeder	Hardware refresh for existing A10 Load Balancers.	The College currently powers Banner and Luminis Portal with two hardware load balancers. This hardware provides high availability and scalability of the systems by balancing user requests across multiple servers that act as one website or service. A five-year replacement cycle on this equipment would follow best practices and a seven-year replacement cycle is reasonable. The existing A10 1030 Load Balancers are entering their 10th year of service, which is outside reasonable limits for a replacement. At 10 years, if equipment is still eligible for support, the maintenance costs have increased and the equipment is not able to support the latest technology enhancements. Aligns with Cabinet Priority #2 Reduce Operating Expenses with Integrated Sustainable and Technology Based Solutions	40,000	6,000	46,000	2, 4
Technical Services - Broadcast Services	Kevin Owen Mike Nichols	Overtime funding to support instruction in the RTV Program	The RTV program has grown and is now doing approximately 40% more remote production shoots than were done in previous years. These shoots occur outside regular work hours and on weekends. Current shoots include Football, Basketball, Baseball and a number of performances in the Performing Arts Center. Previously, one classified employee supported these shoots in the video truck. Shoots now require a second classified employee to assist with the shoots. This request provides funding for the added shoots that require support, plus adding a second staff member at all shoots. This funding is required to sustain instructional programs and avoid reducing staffing levels and instructional support. This request aligns with Cabinet Priority #3 to Retain Enrollment. Classes supported: RTV 100 (11 students), RTV-41 (8 students), RTV-21 (18 students).	19,000	19,000	G3, G4	
Technical Services - Audio Visual Services	Kevin Owen Chris Rodriguez	Fund an AV operational budget to support supplies, maintenance, replacement & labor in supporting classroom AV systems. There is currently NO BUDGET to support the growing 525 instruction critical classroom systems. This is a critical need, as our current path is not sustainable.	AV is currently working without an operating budget to support normal operations. Each year funding is requested to sustain regular operations and includes allocations for supplies, equipment, repairs, services, software and labor expenses. It has been determined that this support cannot come out of Bond funding. This has been awarded numerous times out of one-time funds. Remaining unused funds are not sufficient to support the 22-23 year. Breakdown: Repairs, \$24,000, Supplies, \$43,500, Equipment, \$27,000, Contracted Services \$10,000, Labor: \$6000 This request aligns with Cabinet Priority #1 - Stabilizing General Fund Expenses.	110,500	110,500	G4, G6	
FM&O	Custodial/McAlpin	Custodial I -Stadium/Aquatic Ctr/Gym/Heritage Hall (1) FTEs, Range 39	Additional staff required per APPA analysis to maintain adequate APPA level 3 cleaning standard in new facilities. Additional SF of 148,975 to maintain with added building features. Continued extra cleaning/sanitation for COVID protection. See Total Cost of Ownership analysis, Cabinet Priorities # 1, 5	85,248	85,248	2, 4	
FM&O	Custodial/McAlpin	Custodial II-Stadium/Aquatic Ctr/Gym/Heritage Hall (1) FTEs, Range 44	Additional staff required per APPA analysis to maintain adequate APPA level 3 cleaning standard in new facilities. Additional SF of 148,975 to maintain with added building features. Continued extra cleaning/sanitation for COVID protection. See Total Cost of Ownership analysis, Cabinet Priorities # 1, 5	88,577	88,577	2, 4	
FM&O	Custodial/McAlpin	Custodial Lead -Stadium/Aquatic Ctr/Gym/Heritage Hall (1) FTEs, Range 52	Additional staff required per APPA analysis to maintain adequate APPA level 3 cleaning standard in new facilities. Additional SF of 148,975 to maintain with added building features. Continued extra cleaning/sanitation for COVID protection. See Total Cost of Ownership analysis, Cabinet Priorities # 1, 5	94,298	94,298	2, 4	

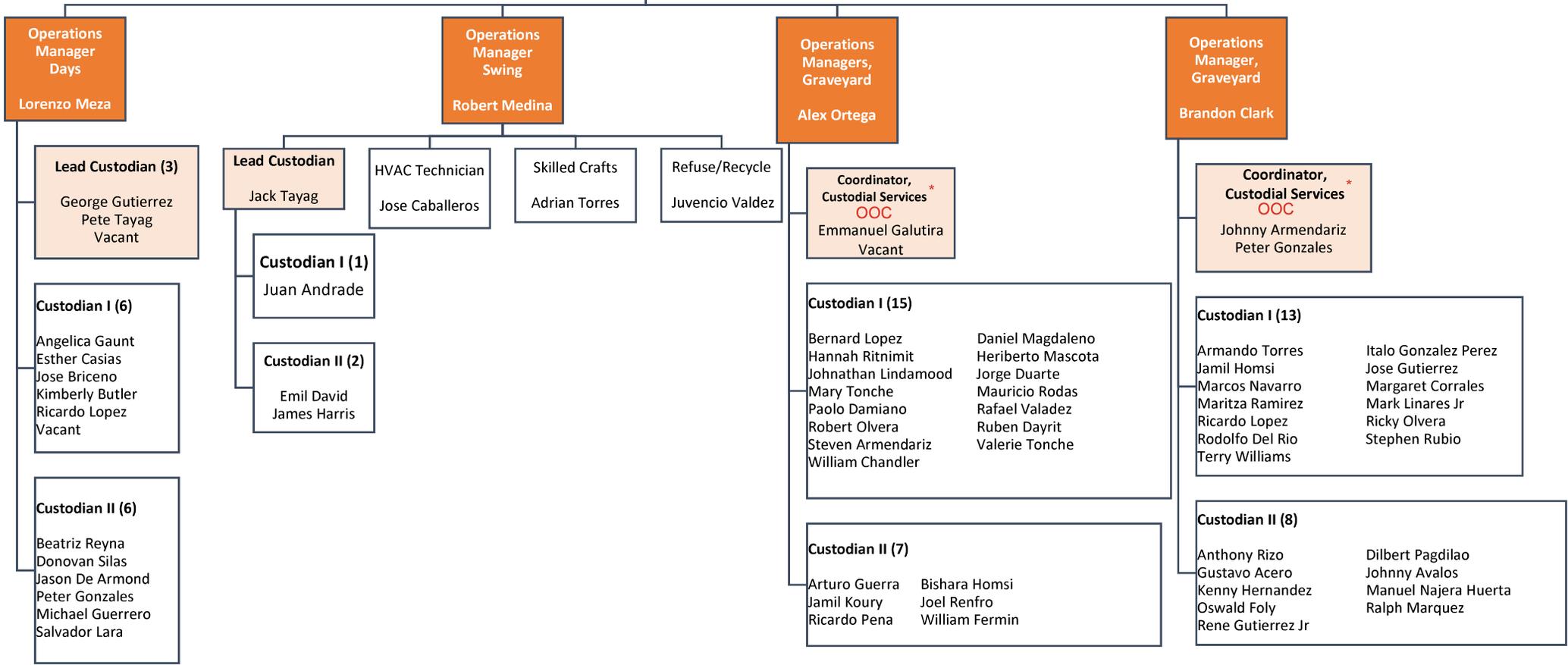


MT. SAN ANTONIO COLLEGE
Facilities, Maintenance & Operations
CUSTODIAL
2024-25

Shannon Carter
 AVP-Admin
 Services

Daniel Madrigal
 Senior Director

*There are four (4) Coordinator, Custodial Services positions, three (3) of which are currently filled with Out-of-Class assignments



EZ Salary Projection FY 2024-25 (50% or more FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	UB
Enter salary range	57
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$117,037

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 8.22.24 (included 8.22% and 1.07% in CSEA 262, CSEA 651, CO, and MGMT)



Agenda Item Details

Meeting	Oct 09, 2024 - Regular Meeting of the Board of Trustees
Category	10. CONSENT - HUMAN RESOURCES
Subject	10.03 Amended and/or New Classified Job Classifications
Type	Action (Consent)

Prepared by: Tika Davé-Harris

BACKGROUND

To reflect the current needs of the College, the following new and/or amended Classified job classifications are being submitted:

- Animal Farm Operations Specialist (Amended);
- Business Systems Analyst I (New);
- Business Systems Analyst II (New);
- Business Systems Analyst III (New);
- Community Services Officer (Amended);
- Custodian I (Amended);
- Custodian II (Amended);
- Enterprise Network Administrator (Amended);
- Grounds and Horticultural Technician – Athletic and Sports Fields (Amended);
- Grounds and Horticultural Technician – Campus (Amended);
- Lead Custodian (Amended);
- Lead Grounds and Horticultural Technician (Amended);
- Lead Mechanic (Amended);
- Mechanic (Amended);
- Refuse and Recyclable Collector (Amended).

ANALYSIS AND FISCAL IMPACT

The Classified job classification descriptions are being brought forward for Board approval in accordance with Education Code § 88009 and 88010.

Funding Source

Not applicable.

ATTACHMENT-New and Amended Classified Job Classifications.pdf (540 KB)

All matters listed under Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the board votes on them, unless a Board member requests a specific item be removed from the Consent Calendar for discussion and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the board's vote on the Consent Calendar.

LEAD COORDINATOR, CUSTODIAN SERVICES
FLSA NON-EXEMPT – B-52 57
\$5,099.70 – \$6,502.95/month
\$5,355.05 - \$6,832.04/month

DEFINITION

Under general supervision, leads, trains, **coordinates, participates, and** oversees, and participates in the work of a crew **staff** responsible for performing the full range of custodial duties and responsibilities, **utilizing the designated cleaning system** 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; **assists in the application of organic pest control products;** interacts with and provides basic information and assistance to the public; provides technical and specialized assistance to the assigned managerial personnel. **This position plays an essential role in planning employee training for custodial staff. The Coordinator, Custodial Services will work with Custodian II (Area Lead) on schedules, assisting with campus projects, scheduling equipment repairs, delivering supplies, and providing expertise in cleaning procedures.**

The Coordinator, Custodial Services operates within College policies and procedures, and by applying acceptable custodial standards, labor and industry standards, and Occupational Safety and Health Administration (OSHA) standards.

Provides training and assistance to custodial staff in the requirements of their job.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned managerial personnel. Exercises technical and functional supervision over and provides **direction, guidance, and** 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 **Custodian II (Area Lead)** in that the Supervisor, Custodial **former** is responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in maintenance operations **overseeing their assigned building, including staff;** whereas, the Lead is responsible for overseeing day-to-day operational activities. **This class is responsible for overseeing multiple buildings on campus, including technical and functional supervision of assigned custodial staff, and is capable of performing the most complex duties assigned to the function.**



Agenda Item Details

Meeting	Jan 08, 2025 - Regular Meeting of the Board of Trustees
Category	11. CONSENT - HUMAN RESOURCES
Subject	11.02 Amended Classified Job Classifications
Type	Action (Consent)

Prepared by: Tika Davé-Harris

BACKGROUND

To reflect the current needs of the College, the following amended Classified job classifications are being submitted:

- Coordinator, Custodial Services (Amended);
- Coordinator, Grounds and Horticultural (Amended);
- Custodian I (Amended);
- Custodian II (Area Lead) (Amended);
- Grounds and Horticultural Technician I (Amended); and
- Grounds and Horticultural Technician II (Heavy Equipment) (Amended).

ANALYSIS AND FISCAL IMPACT

The job classifications are being brought forward for Board approval in accordance with Education Code § 88009 and 88010.

Funding Source

Not applicable.

ATTACHMENT-Amended Classified Job Classifications.pdf (231 KB)

All matters listed under Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the board votes on them, unless a Board member requests a specific item be removed from the Consent Calendar for discussion and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the board's vote on the Consent Calendar.

COORDINATOR, CUSTODIAL SERVICES
FLSA NON-EXEMPT – B-57
\$5,355.05 - \$6,832.04/month

DEFINITION

Under general supervision, trains, coordinates, participates, and oversees the work of staff responsible for performing the full range of custodial duties and responsibilities, utilizing the designated cleaning system 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; assists in the application of organic pest control products; interacts with and provides basic information and assistance to the public; provides technical and specialized assistance to the assigned managerial personnel. This position plays an essential role in planning employee training for custodial staff. The Coordinator, Custodial Services will work with Custodian II (Area Lead) on schedules, assisting with campus projects, scheduling equipment repairs, delivering supplies, and providing expertise in cleaning procedures.

The Coordinator, Custodial Services operates within College policies and procedures, and by applying acceptable custodial standards, labor and industry standards, and Occupational Safety and Health Administration (OSHA) standards.

Provides training and assistance to custodial staff in the requirements of their job.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned managerial personnel. Exercises technical and functional supervision over and provides direction, guidance, and 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 Custodian II (Area Lead) in that the former is responsible for overseeing their assigned building, including staff. This class is responsible for overseeing multiple buildings on campus including, 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. Provides direction, training, work review, and evaluation to 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 and safe 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. Coordinates and performs custodial activities: sweeps, scrubs, mops, strips, refinishes, and polishes floors; vacuums rugs, carpets, stairwells, 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, washes 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, Artificial Intelligence (AI) Robotics equipment, and other equipment as assigned.
9. Performs minor maintenance to buildings and adjacent grounds; replaces light bulbs and tubes; cleans chalkboards, whiteboards, 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. Safely removes and disposes of animal/pest remains from indoor premises.
13. Reports safety, sanitary, and fire hazards to appropriate personnel; reports need for maintenance and repairs to appropriate authority.
14. Coordinates, schedules, and participates in the thorough cleaning and restoration of campus facilities during vacation periods.
15. 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, custodial carts, and closets at the close of the workday.
16. Reviews work of assigned staff upon completion for quality control purposes; develops, implements, and monitors customer feedback; provides reports and feedback to manager; provides input and feedback for evaluations.
17. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated mandated trainings, as required. Prepares and delivers oral presentations related to assigned areas if needed.
18. Supports and complies with federal and state laws, Board Policies, and Administrative Procedures.

19. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
20. Works directly with people from various ages, disabilities, socio-economic levels and ethnic groups.
21. Maintains regular attendance.
22. 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 and techniques 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. Designated cleaning systems such as OS1 Cleaning System.
8. Two-way radio usage and etiquette.
9. Proper reporting and identifying potential safety issues, provided by Public Safety and/or Risk Management.
10. Safety Data Sheet (SDS) sheets and labels.
11. Modern office practices, methods, and computer equipment and applications related to the work.
12. Safe work methods and safety practices pertaining to the work.
13. Operating and safety rules, precautions, and principles of driving and operating electric and gas-powered equipment and transportation vehicles.
14. Safe work practices, including safe driving rules and practices.
15. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels 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. Safely operate and maintain a variety of assigned College equipment and vehicles.
8. Follow department policies and procedures related to assigned duties.
9. Organize own work, set priorities, and meet critical time deadlines.
10. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
11. Communicate effectively through various methods.

12. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to the completion of the twelfth (12th) grade; and
2. Three (3) full-time equivalent years of experience as a custodian lead; or
3. ~~Five~~ **Three (3)** full-time equivalent years of experience as a Custodian II (Area-Lead) at the College; or;
4. **Five (5) full-time equivalent years of experience as a Custodian at the College.**

Additional full-time equivalent years of experience can be substituted for the required education on a year-for-year basis.

Licenses, Certifications, and Requirements:

1. Possession of, and ability to maintain, a valid California driver's license.
2. Possession of, and ability to maintain, valid proof of automobile insurance.
3. Successful candidate(s) will be required to take and pass a physical exam.
4. Possession of, or ability to obtain within six months of employment, AI Automation/Robotics training.
5. Possession of, or ability to obtain within six months of employment, forklift certification.
6. 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 weighing 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.

In March 2024, The Board was presented a facilities total cost of ownership report. The report identified an additional seven positions were needed in the custodial services department to achieve an Association of Physical Plant Administrators (APPA) level 3 care. With a current FTE of 71 staff in the custodial department, Mt. SAC is in between “moderate dinginess” staffing levels and “casual inattention.” Additionally, although there are 71 custodial positions, several vacancies are caused by recent retirement and separations that are placing an extra burden on the custodial staff. Of the 71 FTE, 61 positions are filled and there are 10 vacancies. This RTF is for a Coordinator, Custodial Services position that is vacant on the graveyard shift.

The custodial services department is the department with the largest number of staff and also one of the departments with the most volume of work order requests from the campus community. In FY2023/2024, the custodial services department received 1,422 work order requests for custodial related issues. With some vacancies dating back to late 2023 and early 2024, the void was filled with temporary out-of-class assignments. However, this is not sustainable as additional FTE is needed to fill the vacancies with permanent staff. In response to the vacancies, the out-of-class assignments have worked out well, allowing other staff to learn the role temporarily. However, with limited resources, the night shift must prioritize certain high-traffic areas, and some of the other areas may have minimal service performed. If the positions are not approved, the campus community may be negatively impacted with delays in response time to custodial services work orders that are project related such as carpet cleaning and detailed cleanings. Additionally, all the routine cleaning that is performed daily will need to be covered by overtime shifts and will impact the budget. In summary, the approval of these positions will allow for more staffing resources for the graveyard shift and will improve our ratio of FTE to cleanable square footage.

With 71 FTE and the current gross square footage of campus at 2,060,211, each custodian is responsible for cleaning approximately 29,017 sq ft. However, due to the 10 vacancies, each custodian is responsible for 33,733 sq ft. To achieve APPA level 3, the square footage per person needs to be at 26,500 sq ft. In addition to the 71 FTE, the custodial department will need an additional 7 FTE for a total of 78 to achieve APPA level 3 recommended staffing levels. The Coordinator positions play a vital part in the operations of the graveyard custodial shift, and these positions need to be filled to maintain essential cleaning services. The staff are feeling the fatigue of the extra work and staff resources will enhance employee morale. If the position is not filled, this will be very disruptive to the continued success of the custodial operations during the graveyard shift.