

Job Description(s) for President's Cabinet Review - October 8, 2024

Job Description	
Title:	Custodian II (Area Lead) (Previously Custodian II)
Unit:	CSEA 651
Range:	47 (Previously 44)
Synopsis:	Modification
Rationale:	The Classification Committee recommended the salary range be increased from B-44 to B-47. The job description was also revised to be more reflective of the necessary essential functions and experience and education needed to be successful in this classification; standard language was added.
Incumbent:	22
Approved?	

Martha Stone
President's Signature

October 8, 2024
Date

Comments:

CUSTODIAN II (AREA LEAD)

DEFINITION

Under general supervision, **organizes, assigns, and participates in the work of a crew 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, ~~p~~**Performs and organizes** 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; **may assist 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 Coordinator and/or managerial personnel**.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from **the Coordinator, Custodial Services and/or** assigned managerial personnel. Provides ~~basic instructions or~~ **daily direction, guidance, and on-the-job** 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 **building(s)** 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~~ **Coordinator, Custodial Services** in that the latter 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. **This position is responsible for overseeing their assigned building(s), including staff.**

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. Uses ef 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, **Artificial Intelligence (AI) Robotics equipment**, 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, bonnetingss, high pressure washerss, forkliftss, 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, regulatess 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. **Safely removes and disposes of animal/pest remains from indoor premises.**
14. Provides needed information and demonstrations concerning how to perform certain work tasks ~~to new employees.~~
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. **Supports and complies with federal and state laws, Board Policies, and Administrative Procedures.**
17. **Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.**
18. 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.
19. **Works directly with people from various ages, disabilities, socio-economic levels and ethnic groups.**
20. **Maintains regular attendance.**
21. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Methods, materials, **designated cleaning systems**, and equipment used in custodial work and basic and preventative building maintenance.
2. OSHA, federal, and state guidelines **and techniques** to address pathogens and biohazards.
3. Proper methods of storing equipment, materials, and supplies.
4. Proper cleaning **and disinfecting** 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. **Designated cleaning systems such as OS1 Cleaning System.**
7. **Two-way radio usage and etiquette.**
8. **Proper reporting and identifying potential safety issues, provided by Public Safety and/or Risk Management.**
9. **Safety Data Sheet (SDS) sheets and labels.**
10. Basic facility maintenance techniques and materials.
11. Basic principles and procedures of record keeping.
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 **dealing 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. 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, whiteboards, 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. **Maintain specialized safety training and completion of annual refreshers for pandemic planning, blood-borne pathogens, hazard awareness, respiratory protection awareness, vacuum, restroom, light duty, and utility specialist.**
9. Organize own work, set priorities, and meet critical time deadlines.
10. ~~Use English effectively to communicate in person, over the telephone, and in writing.~~
11. **Safely operate and maintain a variety of assigned College equipment and vehicles.**
12. **Communicate effectively through various methods.**
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:

1. Equivalent to the completion of the twelfth (12th) grade; and
2. Three (3) full-time equivalent years of experience in sufficient training and experience to demonstrate the knowledge and abilities listed above.
 - a. Additional full-time equivalent years of experience can be substituted for the required education on a year-for-year basis.

Licenses, and 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 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 **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, 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.