### MiraCosta logo

**CUSTODIAL MAINTENANCE WORKER**

| **Reports to:** | Custodial Supervisor |  |  |
| --- | --- | --- | --- |
| **Dept:** | Facilities | **Range:** | 15 |
| **FLSA:** | Nonexempt | **EEO:** | Service and Maintenance |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general supervision, clean, sanitize and maintain an assigned area or building including classrooms, restrooms, offices and related facilities; perform semi-skilled work in various build­ing trades required to assist with the repair and maintenance of district buildings and facilities; assist with event setup and cleanup; and perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS*:*

A Custodian is distinguished from a Custodial Maintenance Worker in that an incumbent in the latter class performs semi-skilled duties including a variety of semi-skilled general building mainten­ance work related to electrical, plumbing, masonry, locksmithing, carpentry and painting.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Sweep, scrub, mop and wax floors; vacuum and shampoo rugs and carpets in classrooms, offices, workshops and other work areas; wash windows, chalkboards and walls; strip, wax and buff floors including those in the gym and dance studios.
2. Dust, polish and disinfect counters, student desks, teacher stations, file cabinets and book­cases.
3. Empty and clean waste receptacles and pencil sharpeners; pick up paper; pick up trash containers and empty into large bins.
4. Clean and sanitize restrooms, showers and water fountains; restock restrooms; polish metal fixtures.
5. Maintain and repair custodial equipment and perform semi-skilled maintenance duties to include repair of projector screens, wallpaper, carts, file cabinets, paper towel dispensers, holes in classroom walls and panic bar alarms.
6. Use or operate a variety of hand, power and shop tools or equipment to perform minor carpentry, window glazing, mechanical, masonry, concrete and minor electrical repairs.
7. Install, maintain, diagnose, repair and/or replace plumbing fixtures and flushing mechan­isms, water faucets, valves, drinking fountains, fittings and gaskets; utilize appropriate tools to clean and clear clogged drains and obstructed sewer lines.
8. Prepare and paint a variety of surfaces; maintain, repair or replace locks and associ­ated security hardware; maintain and make minor adjustments or repairs to air condition­ing, heating and refrigeration units; perform masonry, concrete and asphalt repair.
9. Inspect and repair roof leaks; clear gutters and downspouts; install flashing, weather strip­ping, gutters, downspouts and roof drains.
10. Meet with administration, faculty and staff to plan and coordinate setup and teardown of facility for all special functions; set up stage for concerts, lectures and other events; move and arrange furniture and equipment; stack and secure outdoor furniture.
11. Make emergency clean-ups in classrooms including cleaning contagious spills and bodily fluids.
12. Follow label instructions to mix and dilute cleansers, disinfectants and cleaning agents to ensure proper strength for use.
13. Make oral and written reports for work performed; complete and submit work orders and timesheets; attend meetings; participate in safety training.

### OTHER DUTIES:

1. Set, reset and monitor security alarm systems and respond to emergency situations accord­ing to established procedures; open and close classrooms as needed.
2. Share information with assigned substitute custodians as needed.
3. Ensure the proper supplies are stored to maintain campus; report supplies and parts that need to be ordered and/or requisition supplies and parts as designated.
4. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Proper cleaning methods.
2. The operation and maintenance of a variety of hand and power janitorial tools and equip­ment.
3. Proper mixing and diluting of cleansers, disinfectants and cleaning agents.
4. Maintenance/repair methods, materials, tools and equipment sufficient to effec­tively main­tain district facilities and infrastructure.
5. Operation of hand and power tools and ground equipment common to several maintenance and repair trades.
6. Safety hazards and necessary safety precautions/policies sufficient to establish a safe work environment for self and others.
7. Shop mathematics.
8. Basic English.
9. Basic computer operations.
10. Safety policies and safe work practices applicable to the work.

### ABILITY TO:

1. Complete custodial assignments independently without immediate supervision.
2. Operate and maintain tools/equipment used in custodial work.
3. Perform semi-skilled building maintenance and repair work applicable to the building trades including plumbing, electrical, carpentry and related areas.
4. Operate and maintain specialized tools used in HVAC, electrical, carpentry, plumbing and related building trades in a safe and efficient manner.
5. Prepare and maintain basic records accurately.
6. Operate a computer related to area of assignment.
7. Communicate effectively, both orally and in writing.
8. Understand and follow written and oral instructions.
9. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from high school or GED equivalent, and three years of custodial, building trades and grounds maintenance experience performing semi-skilled work in one of the building trades; or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

None

**CONTACTS:**

District administrators, faculty, staff, students and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Heavy physical labor with constant standing and walking for extended periods; walking over rough or uneven surfaces; frequent pushing, pulling, lifting and carrying of heavy objects weigh­ing up to 75 pounds; frequent bending, stooping and kneeling; repetitive use of upper extremi­ties on a regular basis; manual dexterity to safely operate motorized equipment and vehicles; ability to operate an electric cart to pick up/deliver supplies to campus locations; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to effectively work alone or as a crew member; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily an indoor environment with limited exposure to inclement weather during travel to and from assigned work areas; work while wearing personal protection equipment; exposure to fumes from commercial cleaning products and noise from vacuums and other cleaning equip­ment; occasional exposure to toxic or caustic chemicals and biological hazards; frequent exposure to loud or prolonged noise from equipment; may be required to work at any district location during day and/or evening hours including weekends and/or holidays on an as-needed basis.