

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SENIOR CUSTODIAN

SUMMARY DESCRIPTION

Under the direction of higher level supervisory or management staff, plan, coordinate, and oversee the daily operations of the Custodial department, Facilities Leasing event sites, and assigned inventory control; train and provide guidance to Custodial personnel on the day shift; maintain physical inventories of Custodial and Facilities Leasing Departments; utilize the District's CMMS as necessary in the performance of assigned duties; ensure Departments' compliance with CAL/OSHA; ensure campus classrooms, offices, and restrooms are maintained in a clean and sanitary manner.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, coordinate, oversee, train, and participate in the work of custodial team members on the day shift, including Custodial classified, hourly, and student workers, and Partners With Industry workers; prioritize, assign, and inspect work; ensure staff have the appropriate equipment and supplies; ensure that work is performed in compliance with instructions and that quality standards are met; prepare, input, update and monitor work schedules and duties in the CMMS program. ***E***
2. Perform the full range of custodial duties; clean, polish, and sanitize building areas, furniture, and equipment; sweep, scrub, mop, wax, and buff floors; vacuum and shampoo rugs and carpets; clean and disinfect laboratories, toilets, and other plumbing fixtures; wash windows, mirrors, and walls; replenish supplies in restrooms; empty, clean, and sanitize waste receptacles; pick up papers and other debris; remove cob webs; sweep walkways; replace light bulbs; respond to and/or coordinate emergency cleaning or repair requests at all District sites; report sanitary and safety hazards to the proper authorities. ***E***
3. Coordinate, oversee, and participate in the preparation and set up of rooms and facilities for special community and campus events, activities, and meetings; communicate with the Facilities Leasing team to determine needs and availability of event equipment and resources; assist in the design of Facilities Leasing events setups and layouts; coordinate with other departments and with Lead Custodians as necessary; deliver, move, set-up, and arrange furniture and equipment; maintain asset inventory for event usage in the CMMS; maintain schedules of campus facilities use. ***E***
4. Communicate with management and supervisory staff to prioritize and coordinate custodial activities with other maintenance and operations functions. ***E***
5. Train assigned employees in their areas of work including proper custodial methods, procedures, and techniques. ***E***
6. Oversee the proper use, care, and operation of equipment and materials including carpet cleaners and floor buffers; ensure work is performed in a safe and effective manner. ***E***
7. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures; develop and enter procedures for methods and techniques in the CMMS. ***E***
8. Maintain security of assigned area; assure doors and gates are locked when work is completed; inspect for vandalism and fire hazards; confer with Security Office as necessary; report emergencies to police and/or fire department; notify supervisor of discrepancies noted in the performance of duties. ***E***

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Senior Custodian - *Continued*

9. Identify and report building maintenance problems; ensure that work orders are prepared and completed; enter data in a work order and preventive maintenance CMMS; assist maintenance personnel with a variety of routine maintenance and repair of District equipment and facilities as required. *E*
10. Perform a full range of inventory control duties; utilize a CMMS software program for inventory management; assist in maintaining perpetual inventory for supplies and capital equipment; assume responsibility for stock rotation and ordering supplies according to established guidelines. *E*
11. Process purchase and supply orders; fill requests for supplies, materials, and equipment. *E*
12. Research and coordinate with vendors; obtain multiple quotes on departmental purchases. *E*
13. Coordinate and perform a variety of duties involved in the receipt, pickup, repair, return, and delivery of supplies and other items for all District sites; track and monitor repair expenses on assets. *E*
14. Provide general assistance to faculty and staff to ensure efficient operations. *E*
15. Maintain routine records and prepare reports as needed, such as work schedules, and inventory storage locations.
16. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Operations, services, and activities of a comprehensive custodial program.
Modern institutional cleaning methods, materials, and equipment.
Room space utilization and measurements for event setup configurations and layouts.
District-wide space inventory, room capacities, and configuration limitations.
Principles of lead supervision and training.
Minor electrical, mechanical, and equipment repair procedures.
Operational characteristics of cleaning equipment and materials.
Basic inventory control practices, methods, and record-keeping techniques including issuance and receipt of materials and stock inventory procedures.
Purchasing terminology, systems, and procedures including solicitation procedures.
Proper methods of storing equipment, materials, and supplies.
Occupational hazards and standard safety practices, including applicable sections of CAL/OSHA regulations and other health and safety regulations.
Basic requirements for the safe maintenance of college facilities.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Customer service principles and practices.

Ability to:

Lead, organize, and review the work of staff.
Plan and organize assigned functions, services, and workflow to meet schedules and time lines.
Independently perform the most difficult custodial functions.
Coordinate, oversee, and implement event set-ups; accommodate changes and ensure setup.
Interpret, explain, and enforce department policies and procedures.
Train staff in the safe and effective use of custodial equipment, supplies, and materials.
Safely and efficiently use cleaning materials, equipment, and methods according to pre-determined standards.
Maintain stock and order records, physical inventory, and determination of minimum and maximum stock levels.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Senior Custodian - *Continued*

Learn, interpret, and apply rules, regulations, policies, and procedures related to custodial operations, inventory control, and Civic Center Facilities Leasing event set-ups.
Operate and use a variety of custodial equipment, supplies, and materials in a safe and effective manner.
Maintain tools and equipment in clean working order and provide proper security.
Perform minor maintenance repairs on assigned equipment; observe and report need for maintenance and repair.
Work independently in the absence of supervision; exercise independent judgement and initiative.
Understand and follow oral and written instructions.
Meet schedules and time lines.
Operate a variety of office equipment including a computer.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and four years of custodial operations experience including experience in inventory control, event setups, and the coordination of custodial activities and services. Experience in a public education entity is preferred.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record.
Successful completion of OSHA approved forklift training course.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; handling potentially hazardous chemicals and cleaners; work and/or walk on various types of surfaces including slippery or uneven surfaces. Incumbents may be required to work evenings, nights, and weekends.

Physical: Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.