
Position:	Custodial Utility Worker	FLSA:	Non-exempt
Department/Site:	Custodial Services	Salary Grade:	09
Reports to/Evaluated by:	Plant Supervisor	Salary Schedule:	Operations

SUMMARY

Under supervision, the purpose of the position is to perform a variety of service-level jobs concurrent with on-going business and school schedules, e.g., cleaning, moving and arranging of interior and exterior settings, exchange of lighting, replacement of air and water filters, repair of dispensers, furnishings, fixtures. Employee performs unskilled or semi-skilled servicing and maintenance tasks on facility fixtures and furniture, HVAC, lighting systems. Routine work is performed in accordance with established and well known policies, practices and procedures. Supervisor checks progress of work and provides instruction on accomplishing work involving unusual products or the use of unfamiliar equipment. Work relationships may extend beyond the peer group to District staff in other departments, faculty and students. Work is performed in a variety of indoor environments where health and safety considerations are continuous.

DISTINGUISHING CAREER FEATURES

This is considered a senior level custodial or entry level maintenance position requiring a general aptitude and experience in building maintenance. Advancement is possible with specialized training in one of the basic or advanced trades combined with additional experience. Level of advancement will depend on the type of specialization and may require formal apprenticeship.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with, and performs minor, maintenance and repairs on structures, facilities, and equipment in one or more skilled and semi-skilled disciplines, e.g., electrical, plumbing, carpentry, HVAC.
- Assists in the installation and preventative maintenance of heating, air conditioning and refrigeration equipment, furniture and bulletin boards at school sites.
- Performs preventative maintenance servicing on the air-conditioning and heating system. Services and maintains a variety of air conditioning and heating systems including cleaning and refrigeration equipment, furniture and bulletin boards at school sites.
- Cleans, repairs and replaces light fixtures and ballast. Changes filters, greases and oils bearings, motors, evaporative coolers and compressors.
- Assists skilled technicians in cleaning and inspection of boilers.
- Requisitions supplies and prepares records of work completed.
- Operates and performs minor maintenance of light equipment including carts, forklifts and other labor saving devices to facilitate moving of furniture, fixtures and building or event materials.
- Identifies and refers situations requiring assistance or the involvement of other departments to the shift lead or Plant Supervisor as appropriate; reports safety, sanitary, and fire hazards.

- Performs custodial tasks, i.e., emptying and cleaning waste receptacles; washing windows; dusting furniture; cleaning vents, fans, walls, changing light bulbs, cleaning air filters.
- Utilizes various cleaning agents, mixing according to label instructions, and using in accordance with prescribed safety precautions and directions.
- Sweeps, scrubs mops, washes, and polishes floors. Washes windows, counters, and walls. Vacuums rugs and carpets. Dusts and polishes furniture and woodwork. Cleans chalk boards and erasers.
- Empties and cleans waste receptacles. Picks up paper. Picks up trash containers and empties into large bins. Empties pencil sharpeners.
- Moves furniture and equipment. Sets up meeting rooms, classrooms, and other school facilities for special meeting and events. Sets up equipment for athletic events. May set up and take down furniture and standard and specialized equipment for functions and special activities.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: Requires general knowledge of the methods, materials, tools and equipment used in custodial care and routine facilities maintenance. Requires thorough knowledge of the buildings and grounds of the assigned site. Must have a functional knowledge of work hazards and safety procedures. Requires some knowledge of chemical reactions.

Abilities: Must be able to perform all of the essential duties of the position with limited supervision. Must be able to maintain tools and equipment in a working condition. Requires the ability to perform routine maintenance tasks and to be able to determine when to refer more complex maintenance requirements to a supervisor or shift lead. Must be able verbally communicate effectively. Must be able to follow oral and written directions.

Physical Abilities: Requires the ability to walk, bend, stoop and perform repetitive arm and shoulder motions with moderate exertion. May lift light to medium weight materials or equipment up to 50 pounds. Requires visual acuity and depth perception to operate equipment and read safety materials.

Working Conditions: Work is performed indoors and outdoors where some health and safety considerations exist from physical labor and use of cleaning chemicals. Ability to withstand exposure to dust, mold, fiberglass and various chemicals.

Education and Experience: Reading and writing skills sufficient to perform duties and read and understand MSDS sheets required. One year experience in the general maintenance of buildings or operations involving care and use of buildings required.

Licenses and Certificates: Requires valid California Driver's License.