

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CUSTODIAL, MAINTENANCE, AND OPERATIONS SPECIALIST
AUTHORIZED POSITION: CLASSIFIED
ASSIGNMENT LOCATION: ASSIGNED COLLEGE OR SITE (YUBA COLLEGE, CLEAR LAKE OR SUTTER FACILITY)

BASIC FUNCTION: Under the direction of Director of Maintenance & Operations or appropriate administrator, maintain assigned buildings, classrooms, restrooms, offices, grounds, equipment and related facilities in a clean and orderly manner; perform a variety of diverse duties in cleaning, maintaining, and operating facilities; perform minor maintenance, custodial and grounds functions.

REPRESENTATIVE DUTIES:

Sweep, scrub, mop, seal and wax floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; wash windows, chalkboards and walls; scrub and refinish floors. (E)

Dust and polish furniture and woodwork; clean and polish desks. (E)

Empty and clean waste receptacles and pencil sharpeners; pick up paper; pick up trash containers and empty into large bins. (E)

Clean restrooms including floors, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures. (E)

Move furniture and equipment; set up cafeteria, auditorium, gymnasium, meeting rooms and classrooms for special events and meetings. (E)

Wash walk and eating areas; clean drinking fountains; make emergency clean-ups in classrooms as assigned. (E)

Deliver incoming and outgoing freight; assist with minor record keeping associated with delivery functions. (E)

Inspect buildings for fire, safety, and sanitary hazards; report needed repair work to appropriate personnel. (E)

Turn lights on and off; unlock and lock doors and gates. (E)

Participate as part of a cleaning crew, as directed, for major cleaning assignments. (E)

Perform minor seasonal grounds maintenance activities such as watering, leaf raking, parking lot cleaning and sprinkler repair. (E)

Perform minor building maintenance activities in the areas of painting, plumbing, and electrical. (M)

Perform related duties as assigned. (M)

KNOWLEDGE OF:

Basic requirements for the safe maintenance of college facilities

Minor building maintenance and repair

Proper methods, materials, tools, and equipment used in cleaning and maintaining various types of building surfaces

Appropriate safety precautions and procedures

Common hazards to safety found in and around buildings
Sprinkler system operation

ABILITY TO:

- Use cleaning materials, equipment and methods according to predetermined standards
- Maintain tools and equipment assigned in clean working order and provide proper security
- Perform minor, nontechnical repairs
- Observe and report need for maintenance and repair
- Work independently with little direction
- Understand and follow oral and written directions
- Work cooperatively with others
- Meet schedules and time lines
- Prepare purchase requests

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years custodial, grounds or maintenance experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license

ENVIRONMENT:

- Indoor and outdoor environment
- Driving a vehicle to conduct work
- Subject to evening or variable hours

PHYSICAL ABILITIES:

- Lifting heavy objects
- Standing and walking for extended periods of time
- Bending at the waist
- Pushing
- Pulling
- Twisting/turning
- Climbing ladders
- Seeing to assure proper and complete cleaning
- Dexterity of hands and fingers to operate cleaning equipment

HAZARDS:

- Cleaning chemicals and related fumes