



1309 CUSTODIAL TECHNICIAN

Classification Summary

Perform a variety of custodial and maintenance work as assigned, including providing relief work for a Custodial/Maintenance Coordinator (head custodian) of a building or facility. Perform other related work as required.

Supervisory Relationships

Reports to the Custodial Supervisor at the Facilities Maintenance Department. Coordinates assignments with other head custodians and Building Administrators.

Distinguishing Characteristics

Positions in this classification are distinguished from other custodial classifications by their allocation in the Facilities Maintenance Department rather than a specific building. Incumbents in these positions perform the duties of staff and head custodians during absences and/or workload demands. Assignments are made through the Facilities Maintenance Department and incumbents are dispatched to various locations needing coverage and temporary additional staffing. Employees in this classification are on 24 hour, 7 days a week on-call.

Examples of Duties

(Any one position may not include all of the duties listed nor do the listed examples include all tasks found in positions of this classification.)

1. Perform work of the Custodian classification. Examples include:
 - Sweep floors, vacuum rugs and carpets, empty wastebaskets, remove trash, and clean chalkboards.
 - Mop and sanitize buildings including rest rooms, locker rooms, kitchens, and hallways. Fill paper rest room and soap dispensers.
 - Maintain gym floors and other special floorings.
 - Maintain security by locking buildings at appropriate times.
 - Strip, wax and buff floors.
2. Perform work of the Custodial/Maintenance Coordinator classification. Examples include:
 - Perform general maintenance work of limited complexity such as the repair of furniture and building fixtures, minor plumbing problems, and small mechanical equipment.
 - Adjust heating systems and perform preventive maintenance on all building equipment. Activities include lubrication of parts, replacing machine belts, and diagnosing unusual parts wear and malfunctions.
 - Oversee the work of other custodial workers and inspect facilities for cleanliness, safety, sanitation, and security.
 - Instruct other workers and ensure work schedules are communicated and implemented.
3. In addition to the above which is performed on a relief basis, employees in this classification operate the truck mount carpet extractor regularly during the summer.
4. Maintains regular and prompt attendance.
5. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Demonstrated skills and knowledge of both custodial tasks and general building maintenance.
2. Ability to plan work, work schedules, and communicate or otherwise instruct other employees.
3. Knowledge of chemicals and cleaning solvents used in cleaning and sanitizing facilities.
4. Ability to apply safe work practices in the performance of own and other employees' work.
5. Good physical condition to perform lifting (25-75 pounds) floor buffing, and other manual labor tasks.
6. Flexibility and willingness to work variable hours as needed. Adaptability to work within changing priorities and interruptions.
7. Ability to work harmoniously with staff, students, administrators and others.

Minimum Qualifications for Class Entry

Two years of custodial and/or maintenance experience. Sufficient education to understand and follow simple verbal and written instructions.

Work Environment

Work requires lifting of trash in large containers, custodial equipment, and other materials 25 - 75 pounds. Work also requires prolonged standing, walking, and overhead work in various types of weather conditions.