



**HARTNELL  
COLLEGE**

## **UTILITY CUSTODIAN**

**MAINTENANCE DEPARTMENT**

**FILING DEADLINE: December 14, 2011 by 4:00pm**

### **Position Description:**

Under supervision of the grounds supervisor to assemble, transport, set up and take down furniture and equipment; to perform routine delivery and custodial work; and to perform related work as required.

### **Representative Duties**

- Transport supplies, materials, furniture and equipment for delivery to college and campus offices and classrooms.
- Pick up and deliver a variety of equipment.
- Move and rearrange furniture; assemble and disassemble furniture and equipment.
- Answer requests from administrators and staff to accomplish spontaneous chores as they may arise during the course of the day.
- Assist in removing and replacing swimming pool covers.
- Fill college vehicles with gas; check oil level on college vehicles.
- Store materials, equipment and furniture; maintain inventory of items placed in storage.
- Set up and takes down furniture and equipment for a variety of special activities and uses.
- Upon arrival on campus, unlock doors in each building and inspect each building for signs of a break-in or vandalism.
- Make minor repairs to buildings as work activities bring incumbent into contact with malfunctioning equipment.
- Direct assigned workers in set up and take down of equipment and furniture for special activities and uses.
- Lock buildings; turn lights on and off; maintain routine records.
- Perform the varied duties of the class of custodian; pick up refuse.
- Operate district vehicles; operate forklift and standard warehousing equipment.
- Perform routine and simple building maintenance work.
- Assist grounds crew.
- Perform related work as required.

### **QUALIFICATIONS:**

- ◆ One year of related custodial experience.
- ◆ A valid California driver's license.

### **CONDITIONS OF EMPLOYMENT**

Regular, full-time, 12 month per year classified position. **Hours:** Tuesday thru Friday 6:00am-2:30pm and Saturday 7:00am-3:30pm. Schedule is subject to change so must be flexible. Range 15 on the Local 39 salary schedule: \$2,467/month to \$2,998/month (5 Steps); District provides health benefits which currently consist of full medical, dental and vision insurance for employee and a high percentage paid for eligible dependents. District assisted life, accident and income protection is provided for the employee only. Must become a member of the Public Employees' Retirement System (PERS) and the International Union of Operating Engineers Stationary Local No. 39. The District pays the classified employee's contribution to PERS.

### **APPLICATION PROCEDURE**

The following items must be received in the Human Resource Office by the final filing date in order to be considered in the initial screening:

- 1) A completed Hartnell College Classified Application.
- 2) A copy of applicant's valid California driver's license.

Application materials may be downloaded from the hartnell website at [www.hartnell.edu/hr](http://www.hartnell.edu/hr) or obtained at the Human Resources Office. All materials submitted in the application packet are for this position only and become the property of the District. The materials will not be returned or considered for any other openings.

#### **SUBMIT APPLICATION MATERIALS TO:**

**Hartnell Community College District  
Human Resources and Equal Employment Opportunity  
411 Central Avenue  
Salinas, California 93901  
(831) 755-6706  
Fax: (831) 755-6937  
Email: [work@hartnell.edu](mailto:work@hartnell.edu)**

**Applications available on our website at: [www.hartnell.edu/hr](http://www.hartnell.edu/hr)**

Equal Opportunity Employer