Position: Utility Custodian

Department/Site: Maintenance

FLSA: Non-Exempt – (Classified L-39)

Salary Range: 16

DEFINITION

Under supervision, to assemble, transport, set up, and take down furniture and equipment for events and programs; to perform routine delivery and custodial work; to do minor repairs and grounds maintenance as needed, and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class perform the custodial work involved in the opening of the College each workday and accomplishment of varied chores in response to administrator and instructor requests. A major portion of the incumbent's time in this class is spent in the delivery and transport of materials, furniture and equipment, and responding to immediate needs involving custodial work, set-up work, and removing unsafe conditions, both inside and outside. Incumbents will assist in responding to emergencies, including performing minor repairs as needed. Incumbents perform work which has some variation and which allows or requires a limited range of choice in the application of defined methods or procedures. Incumbents receive instructions when tasks are assigned and have some latitude in selecting work methods. Work is generally reviewed upon completion for final results. Incumbents are expected to refer matters which do not fit a clear pattern to the supervisor for instruction.

EXAMPLES OF DUTIES

Transports supplies, materials, furniture and equipment for delivery to College and campus offices and classrooms; picks up and delivers a variety of equipment; moves and rearranges furniture; assembles and disassembles furniture and equipment; answers requests from administrators and staff to accomplish spontaneous chores as they may arise during the course of the instructional day, including emergencies and minor repairs; assists in removing and replacing swimming pool covers; fills College vehicles with gas; checks oil level on College vehicles; stores materials, equipment and furniture; maintains inventory of items placed in storage; sets up and takes down furniture and equipment for a variety of special activities and uses; upon arrival on campus, unlocks doors in each building and inspects each building for signs of a break-in or vandalism; makes minor repairs to buildings as work activities bring incumbent into contact with malfunctioning equipment; directs assigned workers in set up and take down of equipment and furniture for special activities and uses; locks buildings; turns lights on and off; maintains routine records; performs the varied duties of the class of custodian; picks up refuse;
operates District vehicles; operates forklift and standard warehousing equipment; performs routine and simple building maintenance work; assists grounds crew in simple tasks, and, especially at satellite campuses, performs routine grounds maintenance; and performs related work as required.

LICENSE REQUIRED

Possession of a valid and appropriate California Driver's License.

QUALIFICATIONS

KNOWLEDGE OF:

Proper lifting methods;
Methods of storing materials, equipment and furniture;
Simple record keeping methods;
Appropriate safety precautions and procedures.

ABILITY TO:

Read, write and speak at a level necessary for successful job performance;
Maintain simple records;
Work under time constraints to meet deadlines in setting up equipment and furniture;
Use common hand tools;
Read and understand drawings used to move furniture and equipment;
Operate a vehicle observing legal and defensive driving practices;
Understand and carry out oral and written instructions;
Establish and maintain effective working relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is entry-level experience performing routine custodial care of equipment and facilities.

PHYSICAL DEMANDS AND WORKING CONDITIONS

MEDIUM WORK:

Positions in this class perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
MOBILITY:

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects;
Positions in this class require the mobility to stand, stoop, reach and bend.

OTHER CONDITIONS:

Incumbents may be required to wear protective apparel including goggles, face protectors,