

## **YUBA COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: CUSTODIAL MAINTENANCE WORKER**

#### **BASIC FUNCTION:**

Under the direction of the Executive Dean, maintain assigned rooms, buildings, equipment and grounds in a clean, orderly and secure manner; perform minor maintenance, custodial and groundskeeping functions in support of an assigned campus.

#### **REPRESENTATIVE DUTIES:**

Clean chalkboards, trays and erasers; clean drinking fountains; clean and disinfect bathrooms; clean and polish metal work; assure dispensers are adequately supplied. (E)

Sweep sidewalks and patios; mop, scrub, polish, strip and wax floors; spot clean, vacuum and shampoo rugs and carpets; clean as needed for breakage, spillage or illness. (E)

Wash windows, door glass and walls; dust a variety of surfaces. (E)

Move, rearrange and clean furniture and equipment. (E)

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

Lock doors and windows; turn lights on and off; replace bulbs and tubes. (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; form and pour concrete. (E)

Maintain inventory of custodial supplies and tools and order as necessary. (E)

Empty and clean waste receptacles; empty pencil sharpeners.

Inspect and secure buildings when security alarms are activated as assigned.

Perform related duties as assigned.

#### **KNOWLEDGE OF:**

Minor building maintenance and repair.

Health and safety regulations.

Methods, materials and equipment used in cleaning and maintaining various types of building surfaces, furniture and equipment.

Common hazards to safety found in and around buildings.

Sprinkler system operation.

**ABILITY TO:**

Perform minor sprinkler system and building maintenance repairs.

Activate and reset security system.

Prepare purchase requests.

Work independently with little direction.

Understand and follow oral and written instructions.

Work cooperatively with others.

Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year custodial 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.