NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

Job Title: Facilities Custodian Coordinator I
Range: 31

Date Revised: Date Approved: April 8, 2003

PRIMARY PURPOSE

This position is responsible for directing the work of assigned personnel in the care and maintenance and minor repair duties and in the care and maintenance of facilities, buildings and grounds; participating in maintenance duties as required and preparing and maintaining related records and reports.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1. Coordinates activities to assure the cleanliness and safe conditions of buildings; inspects the cleanliness of classrooms, offices, gym, lockers, cafeteria, restrooms, showers and other facilities to assure the use of proper and efficient custodial methods and compliance with quality standards.

2. Provides training and instruction to assigned personnel to assure proper care and use of equipment and materials and proper and efficient performance of custodial duties.

3. Participates in custodial and maintenance duties as required; coordinates facilities set up for special events and meetings; ensures availability of furniture, equipment and supplies; moves and arranges furniture and equipment.

4. Prepares, maintains and reviews various records and reports related to facilities and custodial operations including service and supply requests and time sheets as required.

5. Maintains and issues custodial supplies; requisition supplies and parts; initiates and prepares service requests for needed service or repairs.

6. Maintains security of assigned areas, locking and unlocking doors and gates as necessary; performs regular safety and security inspections to prevent vandalism.

7. Installs maps, bulletin boards, and instructional materials in classrooms; assembles and installs furniture and equipment as needed.

8. Receives and delivers mail, equipment, supplies and other materials; disposes of surplus or obsolete equipment as assigned.

9. Performs minor repairs to buildings, equipment, plumbing fixtures and systems, furniture and other facilities.

10. Trains and provides work direction and guidance to others.

11. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

12. Performs related duties as assigned.
OTHER FUNCTIONS

WORKING RELATIONSHIPS
The Facilities Custodian Coordinator I maintains frequent contact with appropriate District departments and personnel, and outside vendors.

EDUCATION AND EXPERIENCE
High school diploma or equivalent
Minimum of two (2) years of Increasingly responsible custodial and general maintenance work experience

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of the operations and activities of campus facility services including parking, mail, maintenance, inventory, security and facilities services
Knowledge of the requirements of maintaining school buildings and facilities in a safe, clean, and orderly condition
Knowledge of the proper methods, materials, tools and equipment used in maintenance and custodial work
Knowledge of the modern cleaning methods including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls, and fixtures
Knowledge of the proper methods of storing equipment, materials and supplies
Knowledge of record-keeping techniques
Knowledge of appropriate safety precautions and procedures
Knowledge of interpersonal skills using tact, patience, and courtesy
Ability to plan, organize, assign, and inspect the work of assigned personnel
Ability to use cleaning materials, equipment and methods according to pre-determined standards
Ability to operate and maintain a variety of equipment, machines and vehicles such as forklift, electric cart, truck, drill and various hand tools
Ability to perform routine maintenance and repair work
Ability to maintain records and prepare reports
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to train and direct the work of others
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS
A valid California Driver’s License
TRAINING REQUIREMENTS

Asbestos Awareness (2 hrs)
Hazard Communication
Industrial Truck/Forklift Certification
Lead Awareness
Lockout/Tagout
Pesticide Safety
Respiratory Protection
Utility Cart Certification

WORKING CONDITIONS
Indoor and outdoor environment; subject to frequent lifting (up to 50 lbs. unassisted), carrying, pushing and pulling; fumes from cleaning chemicals; exposure to cleaning agents or hazardous chemicals; subject to exposure to biological conditions which may be unhealthful or hazardous.