

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Facilities Custodian II	Range:	28
Date Revised:		Date Approved:	April 8, 2003

### PRIMARY PURPOSE

This position is responsible for operating various equipment and vehicles in the performance of duties; maintaining swimming pools and surrounding areas; and maintaining an assigned group of classrooms, restrooms, offices and related facilities in a clean and orderly manner.

### ESSENTIAL FUNCTIONS

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

1.	Operates light trucks, forklifts, sweepers, buffers and blowers as necessary to maintain campus grounds and facilities as assigned; oversees maintenance of District vehicles and equipment; initiates service requests.
2.	Maintains swimming pools; vacuums, brushes, and drains pool as required; maintains appropriate level of chlorine and other chemicals; maintains pool equipment and surrounding pool areas.
3.	Assists in coordinating facilities set up for special events and meetings; ensures availability of furniture, equipment and supplies; moves and arranges furniture and equipment.
4.	Empties and cleans waste receptacles and pencil sharpeners; picks up paper; picks up trash containers and empties into large bins.
5.	Sweeps, scrubs, mops, strips and waxes floors; vacuums and shampoos rugs and carpets in classrooms, offices, workshops and other work areas.
6.	Cleans, dusts and polishes furniture and woodwork including desks, cabinets and tables; washes windows and walls; erases blackboards.
7.	Cleans restrooms including floors, walls, fixtures, mirrors, toilets and urinals; polishes metal fixtures; orders and restocks supplies.
8.	Performs minor repairs to buildings, fixtures and equipment; replaces lights; cleans and adjusts shades and blinds; adjusts desks and other furniture; reports other repair and maintenance needs and assists others in making repairs as required.
9.	Secures facility at completion of assigned schedule; turns lights on and off; unlocks and locks doors and windows; reports sanitary and safety hazards; notifies proper authorities of suspicious persons or situations; returns items to lost and found.
10.	Washes outdoor stairs, patios, bleachers and other facilities with hoses; sweeps sidewalks; cleans drinking fountains.
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.

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**OTHER FUNCTIONS**

In addition to the essential functions, may train and direct the work of Facilities Custodian I.

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**WORKING RELATIONSHIPS**

The Facilities Custodian II completes assigned tasks under the direction of a supervisor.

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**EDUCATION AND EXPERIENCE**

Minimum of two (2) years of custodial experience

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of proper methods, materials, tools and equipment used in custodial work  
Knowledge of requirements of maintaining school buildings in a safe, clean and orderly condition  
Knowledge of appropriate safety precautions and procedures  
Knowledge of modern cleaning methods including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures  
Knowledge of proper methods of storing equipment, materials and supplies  
Ability to operate a variety of vehicles and equipment used in custodial work  
Ability to use cleaning materials, equipment and methods according to pre-determined standards  
Ability to learn and apply knowledge of the schedules, procedures and use of equipment and supplies used in custodial work  
Ability to perform minor repairs to tools, equipment and facilities  
Ability to maintain tools and equipment assigned in clean working order and provide proper security  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

A valid California Driver's license

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**TRAINING REQUIREMENTS**

Electric Cart Certification  
Forklift Operation Certification

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**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.

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