



JOB DESCRIPTION

Position Code: 624
Classified Group: CSEA
Salary Range: 31
Work Days: 261
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POSITION TITLE: Custodial Equipment Technician

DEFINITION: Under general supervision, maintains and repairs all district custodial equipment and appliances; issues custodial tools and supplies.

DIRECTLY RESPONSIBLE TO: Custodial Services Supervisor

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Services and repairs upright and canister vacuums, carpet extractors, floor machines, automatic scrubbers, janitorial carts, ladders, power tools, and other custodial equipment.
2. Determines feasibility of repair or replacement of equipment.
3. Researches, tests, and evaluates new equipment, tools, and chemicals; makes recommendations for district purchases.
4. Orders and maintains a supply of parts, custodial tools, loaner equipment, and supplies.
5. Repairs, rewires and/or replaces cords, plugs, switches, wheels, motors, bearings and other equipment parts.
6. Computes time and material costs.
7. Orders and delivers specialty custodial supplies.
8. Trains personnel on preventive maintenance of school equipment.
9. Monitors and complies with state and federal recordkeeping requirements, coordinates with outside vendors concerning inspection and repair of district wheelchair lifts, elevators, fire extinguishers, aerial lifts, and other equipment.
10. Maintains paper and electronic records of purchase dates, warranty, service, and location of equipment.
11. Fabricates parts as needed.
12. Demonstrates proper use and care of custodial equipment and special/non-standard cleaning procedures.
13. Performs basic service of gas powered custodial equipment.
14. Schedules, transports, and delivers ladders, aerial lift, and other custodial equipment to work sites.
15. Instructs and certifies custodial staff on use of aerial lifts and maintains certification records.
16. Ensures personnel are informed of safety rules for use of extension ladders.
17. Prepares periodic inventory accounting.
18. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Experience in the service and repair of a variety of commercial cleaning equipment and appliances, or experience which demonstrates electrical and mechanical skills necessary for repairing small appliances.

Licenses and Certificates:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license
- Must possess or attain an Aerial Lift Trainer Certification within 12 months of employment

Knowledge, Skills, and Abilities:

- Knowledge of practices, methods, materials, tools, equipment, hazards, and safety precautions used in the service and repair of commercial cleaning equipment
- Knowledge of basic mechanical and electrical principles
- Knowledge of commercial cleaning equipment, methods, and materials
- Knowledge and skill in use of computers and assorted software programs
- Ability to analyze and diagnose equipment malfunctions
- Ability to read and understand wiring diagrams and manufacturer's instructions
- Ability to perform simple mathematical calculations such as computing time and material costs
- Ability to understand and follow verbal and written instructions
- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor work environment
- Seasonal hot/cold weather
- Moderate noise from equipment
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

- Move about schools and facilities to conduct work, including crawling, bending, stretching, stooping, kneeling, crouching and remaining in a stationary position for long periods of time
- Inspect documents and other written materials with fine print
- Operate tools and equipment requiring repetitive hand movement and fine coordination
- Transport, move, and lift large objects weighing up to 75 pounds
- Hear to diagnose equipment malfunctions
- Communicate to exchange information in person, with small and large groups, and/or on the telephone

Hazards:

- Work near moving mechanical parts
- Work in high, precarious places
- Exposure to fumes, airborne particles, and toxic or caustic chemicals
- Risk of electric shock
- Exposure to vibration

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This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approval: 6/13/2017
Board Adopted: 3/01/1977
Revised: 6/29/1982
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