

SENIOR CUSTODIAL MAINTENANCE WORKER

DEFINITION

Under direction, leads and participates in a variety of custodial and routine building maintenance activities involved in maintaining assigned County Office of Education (Office) buildings and facilities in a safe, clean and orderly condition; leads and participates in a variety of routine general maintenance and repairs; inspects, installs, repairs, adjusts and replaces electrical, plumbing, mechanical, and various other parts, components and fixtures; participates in training and provides work direction and guidance to assigned personnel; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Manager, Facility Services. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the custodial maintenance worker series responsible for performing the most complex work assigned to the series provides technical and functional direction over lower-level staff. Incumbents regularly work on tasks which are varied and complex requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to ensure efficient and effective custodial maintenance services. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver custodial maintenance services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Leads and participates in a variety of custodial and routine building maintenance activities involved in maintaining assigned Office buildings and facilities in a safe, clean and orderly condition; monitors, inspects, and adjusts work in accordance to custodial needs and established procedures; coordinates with external vendors in regards to assigned facility projects as needed.
- Participates in training and provides work direction and guidance to assigned personnel; assigns and reviews work for accuracy and completeness; provides input concerning applicant interviews and employee evaluations as requested.
- Leads and participates in the cleaning of classrooms, offices, hallways and other facilities as assigned; maintains appropriate equipment and supplies including chemical solutions, paper towels, vacuums, and mops; dusts, sanitizes and wipes down desks, tables, furniture, countertops, doors, equipment, walls, windows and woodwork; spot mops spills; removes gum, debris, cobwebs and graffiti as needed.

- Leads and participates in a variety of routine general maintenance and repairs; inspects, installs, repairs, adjusts and replaces electrical, plumbing, mechanical, and various other parts, components and fixtures such as outlets, washers, flush valves, faucets, drains and toilets; replace light bulbs and ballasts; unclogs drains and repairs leaks.
- Drives a vehicle to pick up and deliver a variety of supplies and equipment such as furniture, classroom materials, food, office supplies and mail as assigned; receives and ships packages; load, unload and distribute supplies and equipment; ensures supplies and equipment are secure during delivery.
- Alters, repairs or constructs furniture and articles and structures of wood such as doors, chairs, benches, tables, partitions and desks as assigned; maintains walls and patch holes; replaces tiles; installs, maintains and repairs doors, windows and classroom equipment; applies paint to buildings and facilities.
- Participates in basic maintenance of office supplies and equipment (e.g., performing basic troubleshooting on copy machines, maintaining adequate supplies of toner, staples, and other supplies).
- Moves, arranges, and assembles furniture and equipment as required; sets up and assembles chairs, tables and other furniture and equipment for meetings and other events as assigned; cleans up furniture, equipment and debris following these events.
- Responds to immediate safety and/or operational concerns (e.g., facility damage, alarms, and emergency custodial calls).
- Locks and unlocks doors and gates as appropriate; sets alarms as required; maintains security of assigned areas according to established guidelines.
- Observes and complies with all Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to completion of the twelfth (12th) grade; and
- Three (3) years of experience in janitorial or custodial work.

Licenses and Certifications:

This position may require employees to travel locally, and specifically, employees must be able get themselves to different locations during their workday. Employees will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation, including a ride hailing service, taking a taxi, carpooling, bicycling, etc.

Knowledge of:

- Principles of providing functional direction and training.
- Proper cleaning methods, and the safe usage of cleaning materials, disinfectants, custodial tools and equipment.
- Use and minor maintenance of hand and power tools and equipment used in janitorial work.
- Safety practices and equipment related to the work.
- Basic facility maintenance techniques and materials.

- Safe driving rules and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Use, maintain, and operate a variety of custodial equipment, including high-pressure washers, vacuum cleaners, carpet cleaners, buffers, mops, and brooms.
- Clean and care for assigned areas and equipment.
- Perform basic and preventative electrical, carpentry, plumbing, and painting maintenance and repair duties.
- Understand and follow oral and written instructions.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various work sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

