

## **SENIOR CUSTODIAN/UTILITY WORKER**

### **CLASS SUMMARY**

Under direction, assists in general college operations by providing a variety of general services related to supplies, equipment and facility set-ups, furniture moving and related activities; performs general cleaning and custodial duties as needed; performs routine, unskilled and semiskilled maintenance duties for buildings, facilities and some mechanical equipment; performs other duties as required.

### **REPRESENTATIVE DUTIES**

Performs a wide variety of custodial and cleaning duties; may be required to perform any or all duties of a custodian as described by the custodian class specification; picks-up and delivers supplies, including off-campus sites; unlocks buildings and closes and secures buildings; makes emergency clean-ups; sets up equipment for special activities; assigns and supervises students assigned to custodial and campus clean-up duties; rearrange and relocate furniture; ensures necessary equipment and supplies are available; operates vans, trucks and other vehicles; ensures restrooms have sufficient supplies and paper products; assists in ensuring that the night custodial crews have necessary supplies on hand, and delivers custodial supplies; may assign and review work of custodial staff; assists in maintenance work by performing semi-skilled and unskilled maintenance repairs and by performing less skilled general electrical, plumbing, painting, and carpentry maintenance work on buildings, equipment, and furnishings.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the appropriate site supervisor and are normally assigned to the day shift. These positions are expected to be available to provide custodial and maintenance services as needed during the day, but the primary function of the position is to provide a wide variety of utility, delivery, light maintenance duties and moving of furniture.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and experience equivalent to two years of experience as a custodian and general maintenance work, demonstrating mechanical and special skill capabilities, and ability to perform responsible duties at the semi-skilled level.

#### **Knowledge and Abilities**

Knowledge of: methods, materials and tools used in general maintenance and custodial work; written and spoken English; arithmetic calculations.

Ability to: follow oral and written directions and schedules correctly; make simple arithmetic calculations accurately; drive and operate light automotive equipment efficiently and safely; operate a variety of electrical cleaning equipment; work cooperatively with tradesmen and coworkers; learn equipment locations and basic craft skills; work independently, if required, and report problems as encountered.

License: possess a valid California Motor Vehicle Operator's license.

Physical Requirements: regularly perform manual work involving lifting and climbing as required to perform the above duties.