

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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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.

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**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

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

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**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

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**SPECIAL REQUIREMENTS**

A valid California Driver's License

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**TRAINING REQUIREMENTS**

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