

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Facilities Custodian Coordinator II	Range:	34
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for coordinating and directing the custodial operations and activities of an assigned area; and directing and coordinating the work of assigned personnel.

ESSENTIAL FUNCTIONS

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

1.	Plans, organizes, coordinates and directs the operations and activities of the assigned area.
2.	Coordinates and participates in the preparation of facilities for special events, activities or meetings; oversees and participates in the set-up of equipment and furniture as necessary.
3.	Maintains inventory control; orders, receives and stores new equipment and supplies; assures the proper disposal of surplus or obsolete equipment.
4.	Coordinates and arranges the pick up and delivery of equipment, supplies and other materials including warehouse orders.
5.	Oversees and directs services to assure safety, maintenance and securing of campus grounds, building and facilities; assigns regular work schedules to assure the cleanliness and safe conditions of buildings and facilities.
6.	Responds to emergency or special requests for maintenance, repairs or other problems.
7.	Communicates with other campus and District departments and personnel, vendors, police department, post office, students and the public as necessary to coordinate departmental operations and activities.
8.	Prepares, maintains and reviews various records and reports related to operations and activities of assigned area as required.
9.	Trains and provides work direction and guidance to others as directed.
10.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
11.	Performs related duties as assigned.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

OTHER FUNCTIONS

WORKING RELATIONSHIPS

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

EDUCATION AND EXPERIENCE

High school diploma or equivalent

Minimum of two (2) years increasingly responsible experience in facilities maintenance field including experience in a lead capacity

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 and inventory control

Knowledge of appropriate safety precautions and procedures

Knowledge of interpersonal skills using tact, patience, and courtesy

Ability to plan, organize, assign, coordinate and direct the operations and activities of college buildings and facilities

Ability to plan, organize, assign, and inspect the work of assigned personnel

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 analyze situations accurately and adopt an effective course of action

Ability to learn to interpret, apply and explain rules, regulations, policies and procedures

Ability to maintain records and prepare reports

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

SPECIAL REQUIREMENTS

A valid California Driver's License

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

TRAINING REQUIREMENTS

Electric Cart Certification
Forklift Operation Certification

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.
