



1311 CUSTODIAL/MAINTENANCE COORDINATOR I

Classification Summary

Perform both custodial and general maintenance work, and oversee the work of other custodial and maintenance workers contributing to the cleanliness, maintenance, and general upkeep of buildings and facilities. Perform other related work as required.

Supervisory Relationships

Reports to a Building Administrator or site based administrator. Provide technical supervision, coordination, and oversee the work of other workers engaged in cleaning and maintaining buildings.

Distinguishing Characteristics

This classification is distinguished from other custodial and maintenance worker classifications by the added technical knowledge associated with the performance of both custodial and maintenance tasks, and the leadwork responsibilities associated with the position's assignment as a building head custodian.

The Custodial/Maintenance Coordinator I classification is delineated from the Custodial /Maintenance II classification by the complexity and size of the physical plant of the assigned building or facility impacting on the level of knowledge and skills requirements in the maintenance field. It is also delineated from the Lead Custodian classification by the size of the custodial staff supervised.

Examples of Duties

(Any one position may not include all of the duties listed nor do the listed examples include all tasks found in positions of this classification.)

1. Perform the work of the custodian classification.
2. Perform general maintenance work in addition to custodial work, including but not limited to: minor plumbing repairs, furniture and equipment repairs, heating systems adjustments, painting, groundskeeping, irrigation and other building fixture repairs. Perform preventive maintenance such as changing belts, lubricating equipment parts, and maintaining appropriate preventive maintenance records.
3. Diagnose and determine major malfunctions; complete and transmit work orders to the Facilities Maintenance Department.
4. Oversee the work of custodians and inspect facilities for safety, sanitation, and security.
5. Train other employees in the technical aspects of custodial services and general maintenance work. Instruct workers and ensure work schedules are communicated and implemented.
6. Maintain an inventory of cleaning and custodial supplies; may make purchases to a limited amount with Administrator approval and maintain automated records.
7. Dispose or store hazardous waste; recycle appropriate materials.

Supervisory Relationships

1. Knowledge of custodial tasks and general building maintenance/preventive maintenance.
2. Knowledge of chemical and cleaning solvents used in cleaning and sanitizing facilities.
3. Ability to plan work, work schedules, and communicate or otherwise instruct others.
4. Diagnostic skills in identifying major maintenance malfunctions and ability to communicate problems through work orders and telecommunications.
5. Ability to work harmoniously with staff, students, administrators, and others. Adaptability and flexibility to perform work within changing priorities and interruptions.
6. Good physical condition to perform lifting (25 - 75 pounds), floor buffing, and other manual labor tasks.

Minimum Qualifications for Class Entry

Two years of custodial and general/preventive maintenance experience preferably in a school or equivalent environment.

Working Conditions

Work requires lifting of trash in large containers, custodial equipment, and other materials and supplies usually weighing between 25-75 pounds. Work also requires prolonged standing, walking, and overhead work in various types of weather conditions.