

**CUSTODIAN COORDINATOR, GRAVEYARD**

Assigned salary range reflects shift differential pay for the graveyard shift.

**DEFINITION**

Under direction, oversees and leads staff during an assigned shift and oversees daily operations related to maintaining the cleanliness of assigned facility areas, groups of buildings, and office spaces based on a predetermined schedule; investigates and resolves issues and concerns related to general campus maintenance and security; coordinates custodial services in support of special campus events and activities; and performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the coordinator class of the Custodial Series within the Yosemite Community College District (YCCD). Positions in this class oversee custodial employees to ensure that the cleanliness of campus facilities is maintained on a continuous basis. Depending upon the assignment, an incumbent may also assist with routine custodial activities as needed.

This class can be distinguished from the lower-level class of Custodian because that class is the journey level where incumbents perform the full range of custodial duties but do not have regular lead worker responsibilities. Incumbents in this class serve as the first-level coordinator over subordinate staff, with broad responsibility for all custodial operations during an assigned shift.

**SUPERVISION RECEIVED AND EXERCISED**

Incumbents in this class work under the direction of a manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to the supervisor.

Incumbents provide first level oversight for an assigned area or shift, with full scope coordination responsibility over subordinate employees on an ongoing basis.

**EXAMPLES OF DUTIES** *(Illustrative Only)*

- Plans, coordinates and supervises the cleaning of District facilities; assigns, directs, monitors and evaluates the work of subordinate custodial staff; determines day-to-day priorities; provides direction and guidance to staff and makes decisions regarding daily activities; coordinates and approves schedules and shift coverage; participates in employee hiring processes; reports matters that could potentially lead to discipline to the appropriate management supervisor.
- Plans, develops, schedules and coordinates long-range facility cleaning and related maintenance programs; organizes and coordinates comprehensive and thorough cleaning activities on a periodic basis.
- Confers with the site management team and others to determine special setup requirements; assigns and schedules staff as needed to accommodate special activities and events.

- Reviews and inspects campus facilities to ensure against safety hazards and to ensure that a standard of cleanliness is maintained; counsels employees and others regarding standards of cleanliness, sanitation, safety and security.
- Plans, coordinates and provides orientation and training programs for employees regarding safety, cleaning products/methods, cleanliness standards and other matters; ensures that all employees have been properly trained regarding hazardous materials, equipment use and other aspects of job safety.
- Assists with campus events and emergencies; may include, but not limited to snow removal, flooding, storm clean-up, graduation, traffic control and signage for events and emergencies.
- Establishes and monitors supply and equipment inventories; tests new custodial supplies and equipment; reviews and approves purchase requisitions; researches and recommends major acquisitions as needed.
- Develops, recommends and implements departmental policies, procedures and guidelines; prepares correspondence, reports and other documents as needed.
- Attends meetings; participates on committees and/or task forces as assigned.
- May perform minor repairs on small equipment such as vacuums, extractors and scrubbers.
- Performs other related duties as assigned.

### **TYPICAL WORKING CONDITIONS**

- Work is typically performed in a variety of indoor and outdoor environments. Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

### **MINIMUM QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

#### **Knowledge of:**

- Principles, methods, and procedures of organization, supervision, and employee motivation.
- Methods, materials, and equipment utilized in a comprehensive cleaning and building maintenance operation.
- Employee training needs pertaining to custodial work.
- Basic principles of administration including procurement and personnel management.
- Requirements for maintaining facilities in a clean, and sanitary condition.
- Safe working methods and procedures.

#### **Ability to:**

- Estimate accurately time and materials required in the conduct of a comprehensive custodial operation.
- Plan, organize, coordinate, and supervise a comprehensive cleaning and building maintenance operation.

- Maintain a variety of files and records, and prepare and present clear and concise reports.
- Understand and carry out oral and written directions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted during the course of the work.

**Licenses and Certificates:**

- Work is typically performed in a variety of indoor and outdoor environments. Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

**Physical and Mental Standards:**

- **Mobility:** ability to ascend and descend ladders, stairs, scaffolding, and ramps; walk or stand for extended periods.
- **Dexterity:** must have a full range of motion in the upper extremities; manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects.
- **Lifting:** frequently lift, carry, push, pull, or otherwise move objects up to 50 pounds; occasionally lift items up to 75 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact.

**Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

Pattern I

- Experience: One year equivalent to a Custodian Lead in YCCD.

OR Pattern II

- Education: Possession of a High School diploma or GED.
- Experience: Four years performing duties related to the care and cleaning of buildings and facilities, including at least one year in a lead worker or supervisor capacity.

**Special Requirements:**

- None

*Class Adopted: 3/1/09*

*Class Amended: 07/01/2021*