

JOB TITLE: Maintenance / Custodian

CLASSIFICATION: Part - Time

SUPERVISION GIVEN: none

REPORTS TO: Facilities Coordinator

GENERAL PURPOSE AND SCOPE OF POSITION:

Maintaining and cleaning assigned regional College facilities

DUTIES AND RESPONSIBILITIES:

- ◆ Maintain parking lots, walks, entrances and grounds around buildings
- ◆ Snow removal
- ◆ Lawn / grass maintenance
- ◆ Removal of trash
- ◆ Review needs of building, process work orders and planning of required maintenance/service/repair work. Provide air conditioner/furnace/water cooler maintenance repair.
- ◆ Perform painting, plumbing, carpentry and electrical work
- ◆ Miscellaneous tasks, including but not restricted to loading/unloading of trucks, moving/assembly of furniture, maintaining light bulbs, picking up supplies
- ◆ Miscellaneous inventory of building supplies, cleaning supplies/equipment, maintenance parts/supplies, and equipment necessary for building and grounds maintenance
- ◆ General custodial duties, including mopping and cleaning of floors, hallways and steps
- ◆ General cleaning of the area of the College facility
- ◆ Successfully complete Federal, State and College safety training programs, as required
- ◆ The above list is not to be construed as an exhaustive list. Other duties logically associated with this position may be assigned

ALERT:

This Position can result in exposure to Hepatitis, AIDS and other infectious diseases through contact with blood borne pathogens/body fluids. Compliance with use of protective equipment and safety measures is required. This position also requires the employee to undergo a series of Hepatitis B immunizations or to sign a waiver declining the immunizations. Immunizations are provided at no charge to the employee.

EDUCATION AND EXPERIENCE:

Ability to work with minimal supervision and to follow directions and instructions. Basic knowledge and experience of plumbing, electricity and carpentry. One year maintenance/custodial experience and current valid driver's license required. Must have demonstrated a work history of reliable and trustworthy service. Must be able to work flexible hours.

Reviewed by Employee

Date

Approved by Supervisor

Date

Approved by Campus Dean

Date

Approved by Human Resources

Date