

Request to Fill Classified Positions

This form can be used to track the request process for filling vacant positions, and/or requesting new positions or increases in current positions. This form is not to be used for reclassification requests or reorganizations. Complete the sections immediately below, attach any documentation and forward the packet according to the listed steps. Each person in the chain will initial and date the document, and forward it as appropriate. If the request is denied at steps 1, 2 or 4, the individual or group denying the request will inform the requesting party. Steps 3 and 5 are recommendatory only.

Note: Temporary (District or agency) employment in the requested area is limited to a maximum of 60 days. This limit is designed to encourage prompt review of the vacancy. (Education Code Sec. 88003)

1. This position is a

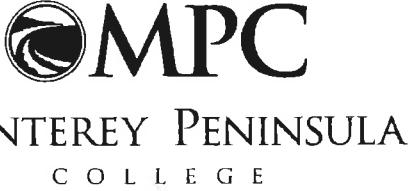
	<input checked="" type="checkbox"/> Replacement (No Changes)	<input type="checkbox"/> Replacement with requested changes *	<input type="checkbox"/> New Position (not a replacement)
Department:	Facilities		
Position Title:	Lead Custodian		
Last Incumbent or "New":	Maria Roa		
Date of vacancy or Date of Board approval of new position:	9/24/15		
Salary Range:			
Hours per week:	40		
Months per year:	12		
Bilingual Required:	no		

* Use the "Replacement (no changes)" column to provide information about the position as it currently exists. Use the "Replacement with Requested Changes" column to show the changes.

On a separate sheet, answer the below questions regarding the position.

2. Annual Cost of the Proposal (HR will complete).
3. Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years:
4. If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.
5. Explain how this position supports student learning.
6. Explain what would happen if the position weren't approved.
7. Bilingual (Spanish)
 - I am requesting this position be considered by the Vice President to be designated as Bilingual Required because:
 - No, this position should not be bilingual required
8. **Attach the Job Description to this request. All Classified Job Descriptions can be found online at:** <http://www.mpc.edu/humanresources/Documents/Forms/AllItems.aspx>

Classification/Position: Lead Custodian **Date:** 8/25/15

steps	REPLACEMENT POSITION	Initials/ Date	steps	NEW OR CHANGED POSITION*	Initials/ Date
1	Chair/manager discusses vacant position with division/area and other relevant group(s).	M/R	1	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	
2	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.		2	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.	
3	VP discusses request with Vice Presidents and President	WJT/2/15	3	VP or designee discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.		4	VP discusses request with Vice Presidents and President. HR informs MPCEA.	
5	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps .		5	College Council Reviews and makes a recommendation to the President. 2 Readings.*	
			6	President makes final decision and informs VP, Chair/manager. President directs HR to process request. (Board approval, recruitment, etc.)	
			7	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps	

VP's Authorization for Bilingual: _____

DATE: _____

President's Authorization: _____

DATE: _____

Note #1: These steps may take more or less time depending upon time constraints (e.g. e-mail vs. meetings), and the nature of the position.

Note #2: If this process cannot be completed within 30 calendar days, the President may authorize action without completing this process and will inform the College Council.

Note #3: If the new or changed position is vital to core mission of the college, the President may authorize action without completing this process and will inform the College Council.

Note #4: Once recruitment begins, Education Code Section 88003 limits short term or substitute employment to 60 days.

*New and changed positions must be presented to College Council for two readings and approved by the Board of Trustees. Positions included in MPCEA must be negotiated.

Job Description/Title: No position →Custodian-Lead
Approved, Bargaining Unit President: 3/14/08
Approved, MPC Associate Dean, Human Resources: 2/28/2008
Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

CUSTODIAN - LEAD

JOB SUMMARY

Under general supervision, perform routine cleaning and custodial functions in an assigned building area. Receive limited supervision within a broad framework of standard policies and procedures. Coordinate workflow and station assignments at the request of Supervisor. Perform general cleaning and custodial tasks in buildings as assigned.

EXAMPLES OF FUNCTIONS

Essential Functions

Adjust/coordinate schedules as necessary to cover work areas of absent custodial staff; distribute custodial supplies and equipment as necessary for cleaning tasks assigned.

Perform routine janitorial and custodial functions at an assigned workstation.

Clean classrooms, restrooms, showers, locker rooms, shops, cafeteria, gymnasium, library, offices and related facilities as assigned.

Clean stations where regularly assigned staff is absent.

Sweep, mop, scrub, wax and polish concrete, linoleum, tile and wood floors, floor panels and hand railings.

Wash windows, walls, and clean chalkboards and trays.

Move and arrange furniture and equipment in classrooms and offices in preparation for campus functions, classes and special activities.

Clean and maintain rugs and carpets; replace light bulbs and lighting tubes up to 8 feet high; perform minor repairs as needed.

Lock and unlock doors and gates, buildings and windows.

Report safety, sanitary and fire hazards to appropriate authority; report the need for maintenance repairs to appropriate authority.

Pick up paper and debris; sweep, clean stairs, walkways, and entrances.

Operate and maintain cleaning equipment such as vacuums, floor cleaning and polishing machines; clean tables, chairs and floors as needed.

Upon completion of custodial duties for absent staff, perform heavy-duty/periodic cleaning such as carpet shampooing, wax stripping, power floor scrubbing, in-depth cleaning of problem areas, exterior windows, stairways, decks, courts, entryways and walks, scheduled cleaning of labs and private offices.

Respond to callbacks and overtime duties as necessary.

Other Duties

Perform minor repairs as needed.

Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of training and experience, which would indicate possession of the required knowledge, skills and abilities listed herein. For example, a high school diploma or equivalent and some experience related to the care and cleaning of buildings and facilities.

Knowledge

Knowledge of: current efficient cleaning methods, materials, tools and equipment; safe use and operation of equipment and chemicals used in janitorial and custodial work; safe working methods and procedures.

Abilities

Ability to: safely, efficiently and effectively use cleaning materials; read and write at a level sufficient to successfully perform required duties; understand, follow, and convey written and oral instructions; meet the physical requirements necessary to safely and effectively perform the required duties; quickly learn and successfully use new technologies and products as directed; establish and maintain effective work relationships with those contacted in the performance of required duties; work effectively under workload pressure, demonstrate an understanding of, sensitivity to, and appreciation for, the diverse academic, ethnic, socioeconomic, disability and gender diversity of a students and staff attending or working on a community college.

PHYSICAL EFFORT/WORK ENVIRONMENT

Moderate physical effort which may include: frequent standing, walking, and lifting or moving heavy parcels, machines or equipment of up to 50 pounds; working from an 8' ladder; frequent activities requiring full body exertion. Indoor/outdoor work environment with some exposure to weather extremes.

Addendum - Request to Fill Classified Position – Custodian Lead

2 Annual Cost of the Proposal (HR will complete).

CLASSIFIED POSITIONS, COSTS			<i>Custodian - Lead</i>				
AREA	DEPT. (COST CENTER)	JOB TITLE	NOTES	SALARY	BENEFITS	H & W	TOTAL
Facilities	Dept.	Custodian - Lead Rng. 8 (\$2,504/mo. Total) (40 hrs, 12 mos)	<i>Cost of New Hire</i>	\$30,048	\$6,761	\$19,927	\$56,736

- 3 *N/A Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years:*
- 4 *N/A If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.*
- 5 Explain how this position supports student learning.

This custodial lead position supports student learning by ensuring that the students of our college are given the best environment to learn. This is done by ensuring that all of our facilities are sanitary and germ free, this allows are students to be learn at their peak potential and helps in avoiding getting sick and missing class.

6 Explain what would happen if the position weren't approved.

If this position weren't approved it would burden the custodial department by not allowing us to accomplish all of our daily goals such as the cleanliness of our facilities which in turn hurts our students. The lead custodian position ensures that all facilities are accounted for and all the custodians are coordinated to their designated works area. This ensures the optimum amount of work accomplished within the given time.