

## 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"/> <b>Replacement (No Changes)</b>	<input type="checkbox"/> <b>Replacement with requested changes *</b>	<input type="checkbox"/> <b>New Position (not a replacement)</b>
Department:	Facilities		
Position Title:	Custodian-Pool Operator		
Last Incumbent or "New":	Alvin Convington		
Date of vacancy or Date of Board approval of new position:	12/10/2015		
Salary Range:	8		
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: Custodian/Pool Operator Date: 1/7/2016**

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).	SC 1/7/16	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.	SC 1/7/16	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	SC 1/7/16	3	VP or designee discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	W 1/7/16	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.



2. annual Cost of Personnel

$\$2,504 \times 12 \text{ months} = \$30,048 + \$1,020 (\$85/\text{mo Graveyard Shift} \times 12 \text{ months}) + \$31,068 + \$7,004. (22.547\% \text{ Rollups}) + \$19,925 (\text{benefits}) = \$57,997$

3. Source of Additional funds: NA

4. If requesting changes to the position, provide the justification/rationale, and consequences of hours or work years.

The Board of Trustees approved the voluntary demotion of Alvin Covington from the position of Custodian/Pool Operator to a Custodian position at its December 9, 2015 board meeting. The Custodian position was vacated when Ferdinand Ramirez was the successful candidate for the position of Lead Custodian. Mr. Covington has continued to maintain the pool until the position has been recruited for and filled. The Request to Fill is to replace Alvin Covington as the Custodian/Pool Operator.

5. This position supports student learning because the pool operator will assist that the pool maintenance up to date and is functioning to serve the community and student from MPC.

6. If this position is not approve it will be difficult to have and maintain a pool to the standards of the County health of Monterey County. If the pool is not maintained students from MPC and the community will not be allowed to use this facility.

**Job Description/Title:** Pool Operator / Custodian → Custodian/ Pool Operator  
**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/ POOL OPERATOR**

**JOB SUMMARY**

Under direct supervision perform all activities regarding the swimming pool operations, set up for pool and indoor athletic events, and perform daily custodial services in specified areas.

**EXAMPLES OF FUNCTIONS**

**Essential Functions**

Perform a variety of skilled work in the operation of the swimming pool, and set up for athletic events.

On a daily basis, check and adjust pool filtration, heating, and chlorinating systems for proper safe pool operations; test and maintain proper temperature, pH, and chlorine balance of pool water; vacuum leaves and debris from pool; change and clean pool filtration system strainer to ensure compliance with current health codes and regulations.

Maintain required daily records of pool condition.

Super-chlorinate the pool and backwash filtration system as required by normal public pool standards.

Order and stock pool chemicals and supplies as necessary to ensure uninterrupted operation of the swimming pool.

Initiate service requests for all necessary maintenance and repair.

Remove cover from pool for scheduled usage, and cover it whenever pool is not scheduled to be in use for a specified amount of time.

**Custodial Functions as assigned:**

Perform routine janitorial and custodial functions at assigned stations.

Sweep, dust mop, scrub, wax, and polish concrete, linoleum, tile, and wood floors.

Wash windows; clean chalkboards and chalk trays, and dust.

Clean and remove stains from rugs and carpets.

Replace light bulbs and clean lighting fixtures as directed.

Pick up spills, litter, and debris; clean walkways and entrances adjacent to assigned buildings.

Lock and unlock doors and gates, buildings, and windows in assigned area.

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

Operate and make minor repairs and adjustments to cleaning equipment such as vacuums, floor scrubbing and polishing machines, and carpet cleaning machines.

Move and arrange furniture and equipment when preparing rooms for special events or meetings.

Restore room furnishings to standard arrangement upon completion of cleaning.

Empty waste bins and recycle containers as necessary.

### **Other Duties**

Replace chalk in classroom as necessary.

Perform light ground maintenance and repair using hand tools, such as trap cleaning, unclogging toilets and drains, and replacing faucet washers.

Respond to call backs.

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 a combination of training and skills which would demonstrate the skill and ability to safely operate a large public swimming pool and some experience related to the care and cleaning of buildings and facilities.

### **Knowledge**

Knowledge of: the basic methods, safety issues, practices, tools and materials used in pool operation and maintenance, and minor repair of pool equipment; modern 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, and safety information.

### **Abilities**

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

## **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.