

REVISED
CLASSIFIED POSITION REPLACEMENT REQUEST
August 2010

Position Title: Custodian, Graveyard

Dept/Program: Facilities

Submitted by: Shaune Burke

PT/FTE: Full Time

New or Replacement: Replacement of a budgeted position

Salary/Benefit Costs: \$29,172 salary+\$8,482 benefits+\$ 22,907 health and welfare.

Total Costs: \$60,561

Funding Source: Custodial Department budget (District funded)

Are there Salary Savings: Turnover savings of \$10,672

Description of duties and responsibilities: Perform routine janitorial and custodial functions which include cleaning classrooms, restrooms, showers, locker rooms, cafeteria, offices and related facilities as assigned. Clean and maintain a variety of surfaces including windows, wall, chalkboards, rugs, carpets and linoleum. Replace light bulbs and lighting tubes up to 8 feet high as well as perform minor repairs including repair of cleaning equipment. Report safety and sanitary hazards as well as related maintenance repairs. Lock/unlock doors, gates, buildings and windows as assigned. This position is subject to overtime as necessary.

Special Considerations: This indoor/outdoor work environment may include frequent standing, walking and lifting or moving heavy parcels, machines or equipment of up to 50 pounds and working from an 8 foot ladder. Position is scheduled for nightshifts.

Does Position act as an entry point for the college? Should it be bilingual?

This position provides critical day to day upkeep in cleanliness which contributes to the overall image of the College, impacting both the physical grounds and the instructional environment of the classroom. This position has very little direct interaction with the public and therefore possessing bilingual skills would not be considered as necessary.

What would happen if this position weren't approved? The remaining custodial staff would have an even larger work load and would be further burdened whenever illness, or earned vacation time is used. Classrooms and bathrooms if not cleaned would deteriorate, presenting a poor image to the public, the community, the staff and students.