

CLASSIFIED POSITION REPLACEMENT REQUEST
January 2010

Position Title: Custodian-Lead, Range 8 plus Nightshift
Dept/Program: Facilities
Submitted by: Shaune Burke
PT/FTE: Full Time
New or Replacement: Replaces 1 Range 6, with lead position adjustment
Salary/Benefit Costs: \$30,552 salary+\$8,450 benefits+\$ 22,544 health and welfare.
Total Costs: \$61,546
Funding Source: Custodial Department budget (District funded)

Are there Salary Savings: Utilizes funds otherwise paid to custodial staff during past few years for out of class work.

Description of duties and responsibilities: 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 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. Pick up paper, debris; sweep, clean stairways, walkways and entrances. 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. Frequent activities requiring full body exertion. Indoor/outdoor work environment with some exposure to weather extremes. Position is scheduled for nightshifts.

Does Position act as an entry point for the college? Should it be bilingual? As this position provides very little direct interaction with the public, bilingual skills would not be considered as necessary.

What would happen if this position weren't approved? This position was approved, and although never implemented, it is believed to be a timely decision given recent changes in the department.