

CLASSIFIED POSITION REQUEST
September 2008

Position Title: Custodian

Dept/Program: Facilities

Submitted by: Joe Bissell/Steve Morgan

PT/FTE: Full Time

New or Replacement: New- per Action Plans 2008-09

Salary/Benefit Costs: \$28,980 salary + \$7,934 benefits + \$ 21,899 health and welfare.

Total Costs: \$58,813.

Funding Source: Custodial Department budget (District funded).

Are there Salary Savings?: Savings in District costs of approximately \$11,000 per year.

Justification: Enrollments at the MPC's Education Center at Marina for fall 2008 have doubled from fall 2007 (currently approximately 700 enrollments). As a result, an additional modular classroom has been added in order to meet the demand. Until this time, custodial services contracted out to a vendor for both the Education Center and the Public Safety Training Ctr. were \$3,795. The additional square footage and use increase at the Education Center's has increased the monthly custodial costs to \$5,568. Action Plans from ASAG were presented to College Council on May 20 and June 3 which included the addition of a Custodian position to meet anticipated enrollment increases. The College's *Institutional Goals* also supports the addition of support staff (**3. Grow enrollment and build MPC into an economic driving force for the Monterey area... and 6. Ensure adequate levels of personnel to support current programs and establish priorities for future growth**). The addition of a custodial position for the Education Center and the Public Safety Training Center are \$4,901 per month, which would offer a savings of over \$11,000 per year to the District.

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.

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.