



1312 CUSTODIAL/ MAINTENANCE COORDINATOR II

Classification Summary

Perform both custodial and general maintenance work, and oversee the work of other custodial and maintenance workers contributing to the cleanliness, maintenance, and general upkeep of buildings and facilities. Perform related work as required.

Supervisory Relationships

Reports to a Building Administrator or site based administrator. Provide technical supervision, coordination, and oversee the work of other workers engaged in cleaning and maintaining buildings.

Distinguishing Characteristics

1. This classification is distinguished from Custodial /Maintenance Coordinator I classification by the emphasis on maintenance work predicated on the complexity and size of the physical plant of the assigned building or facility. Such emphasis requires journey-level knowledge and skills in the maintenance field, including those in the various crafts.
2. The Custodial/Maintenance Coordinator II classification is delineated from the Lead Custodian classification by the size of the custodial staff supervised.

Examples of Duties

(Any one position may not include all of the duties listed nor does the listed examples include all tasks found in positions of this classification.)

1. Perform general maintenance work including but not limited to plumbing repairs, furniture and equipment repairs, heating systems adjustments, painting, carpentry, irrigation, metal work repairing, locker repairs, and other building fixture repairs.
2. Perform preventive maintenance on heating and refrigeration equipment, such as changing belts, lubricating equipment parts, and maintaining appropriate maintenance records.
3. Diagnose and determine major malfunctions; complete and transt work orders to the Facilities Maintenance Department.
4. Oversee the work of custodian and inspect facilities for safety, sanitation, and security.
5. Train other employees in the technical aspects of custodial services and general maintenance work. Instruct workers and ensure work schedules are communicated and implemented.
6. Maintain an inventory of cleaning and custodial supplies; may make purchases to a limited amount with administrative approval and maintain automated records.
7. Dispose or store hazardous waste; recycle appropriate materials.
8. Perform the work of the Custodian classification.

Required Knowledge, Skills and Abilities

1. General knowledge and skills in building maintenance, including the areas of plumbing, lighting fixtures, painting, and basic carpentry.
2. Knowledge of preventive maintenance programs and ability to implement programs.
3. Knowledge of custodial tasks and ability to plan work, work schedules, and communicate or otherwise instruct others.
4. Knowledge of chemical and cleaning solvents used in cleaning and sanitizing facilities.
5. Diagnostic skills in identifying major maintenance malfunctions and ability to communicate problems through work orders and telecommunications.
6. Ability to work harmoniously with staff, students, administrators, and others. Adaptability and flexibility to perform and assign work within changing priorities and interruptions.

7. Good physical condition to perform lifting (25 - 75 pounds), floor buffing, and other manual labor tasks.

Minimum Qualifications for Class Entry

Three years of custodial and general/preventive maintenance experience preferably in a school or equivalent environment.

Work Environment

Work requires lifting of trash in large containers, custodial equipment, and other materials and supplies usually weighing between 25 to 75 pounds. Work also requires prolonged standing, walking, and overhead work in various types of weather conditions.