

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 5232

MAINTENANCE CUSTODIAN I

Abolished Effective February 10, 2006

CLASS SERIES CONCEPT

Perform custodial and building, facility and equipment maintenance work.

BASIC FUNCTION

Perform custodial duties and simple maintenance assignments.

DISTINGUISHING CHARACTERISTICS

First-level class of series. Under general supervision, perform custodial duties and, under direct supervision, simple maintenance assignments requiring minimal building and trades skills.

TYPICAL WORK

Clean and maintain floors, walls, windows, carpets, furniture, chalk boards; clean and sanitize restrooms/shower rooms and fixtures; empty trash containers; set-up and move furniture required for special events;

Use power equipment and hand tools such as broom, mop, squeegee, buffer, polisher and vacuum required for the cleaning and custodial maintenance of floors, walls, carpets, furniture; use ladders when required in work assignments;

Replace light bulbs, tissue and restroom supplies; replace light switches and rewire lamps;

Lock and unlock buildings; secure building when facilities are not in use by checking for unlocked doors, windows; report any unauthorized occupants;

Construct simple items such as door stops and bookshelves; make routine repairs to locks, floors, walls, ceilings; replace broken windows; clean and paint surfaces;

Under direct supervision, perform minor repairs on electrical circuits, steam or water lines, plumbing fixtures, lights and partitions; clean clogged drains and sewer lines;

May manually or with self-propelled equipment remove snow or debris from sidewalks, stairs, driveways, entry ways; mow grass; help maintain campus grounds;

May operate motorized equipment;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Physical ability to do required work; AND one year of experience in custodial or general maintenance work.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as license/certification/registration.

New Class: 1-03-73

Revise Class: 5-17-73

Revise Class: 11-01-81

Revise MQ: 7-2-90

Revise Class: 7-1-96