

Lead Custodian (3 vacancies)
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=229115>

Downloaded On: May. 8, 2024 10:53pm

Posted Jan. 18, 2024, set to expire Jul. 1, 2024

Job Title Lead Custodian (3 vacancies)
Department Custodial Services
Institution Mt. San Antonio College
Walnut, California

Date Posted Jan. 18, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Facilities/Maintenance/Transportation

Apply Online Here <https://apptrkr.com/4945291>

Apply By Email

Job Description

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Lead Custodian (3 vacancies)

Position Number: CM-112-2024

Department: Custodial Services

Job Category:

Time (Percent Time):

Term (months/year):

Current Work Schedule (days, hours): Monday -Thursday 10:00pm-6:00am; Friday 6:00pm-2:00am

Salary Range: B-52

Salary: B-52Steps 1 - 6: \$5,096 - \$6,499 monthly (includes 5% shift differential)

Shift Differential:

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Shift differential eligibility based on the current collective bargaining agreement.

Open Date: 01/17/2024

Initial Screening Date: 06/03/2024

Open Until Filled: Yes

Application Procedure:

First Review of Applications: Complete application packets will be accepted until the position is filled; however, **applications submitted by 11:59 p.m. (PT) on the above listed Initial Screening Date are assured consideration.**

Applicants must submit all of the following materials online, unless otherwise noted, at Mt. SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.
4. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.
5. Optional - Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

Health & Welfare:

- Mt. San Antonio College offers a competitive and excellent benefits package providing medical, dental, and vision benefits to **eligible employees** and their dependents. Lifetime supplemental medical benefits are also available for eligible retirees.
- The College contributes an annual premium up to the family coverage amount equivalent to Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans for eligible employees.

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The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

*Note: The District does not cover Medicare expenses. Please visit the [Mt. San Antonio College Benefits Website](#) for further information. Salary and Health & Welfare Benefits are subject to change based on the Collective Bargaining Agreement.

Basic Function/Overview:

DEFINITION: Under general supervision, leads, trains, oversees, and participates in the work of a crew responsible for performing the full range of custodial duties and responsibilities to maintain a clean, healthy, and productive learning and working environment. Specifically, performs work related to the care, maintenance, and cleaning and sanitizing of assigned buildings and facilities; performs minor maintenance to buildings and adjacent grounds; adjusts furniture and equipment as necessary; interacts with and provides basic information and assistance to the public; provides technical and specialized assistance to the assigned managerial personnel.

SUPERVISION RECEIVED & EXERCISED: Receives general direction from the assigned managerial personnel. Exercises technical and functional supervision over and provides training to assigned custodial staff.

CLASS CHARACTERISTICS: This is the advanced journey-level in the custodial class series that performs custodial duties, as well as the most complex duties, required to ensure that College buildings and facilities provide the highest level of safety for public and staff use. Responsibilities include prioritizing, organizing, assigning, scheduling, inspecting, and reviewing the work of assigned staff performing a wide variety of tasks in the inspection and cleaning of assigned facilities in a timely manner. This class is distinguished from the Supervisor, Custodial in that the Supervisor, Custodial is responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in maintenance operations; whereas, the Lead is responsible for overseeing day-to-day operational activities.

Essential Duties/Major Responsibilities:

1. Provides lead direction, training, and work review and evaluation to assigned custodial staff; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.

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2. Trains staff in the proper use of custodial equipment and supplies; maintains equipment and supplies in good working condition; observes safe work methods and makes appropriate use of related safety equipment as required.
3. Cleans, disinfects, sanitizes, and sterilizes area facilities using Occupational Safety and Health Administration (OSHA), and the Center for Disease Control (CDC) guidelines and standards for the prevention, containment, and elimination of pathogens, viruses, and other potentially infectious materials including proper disposal of biohazard waste.
4. Performs custodial activities within assigned areas; sweeps, scrubs, mops, strips, refinishes, and polishes floors; vacuums rugs, carpets, stair wells, and all hard surface floors in classrooms, offices, workshops, and other work areas; spot cleans, shampoos carpets, extracts carpets, and carpet restoration cleaning.
5. Cleans classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways, and other facilities as assigned; dusts and polishes furniture and woodwork; empties waste receptacles; spot mops spills; removes gum, debris, and graffiti as needed.
6. Cleans and disinfects drinking fountains and restroom facilities, including sinks, toilets, and urinals; fills dispensers with towels, soap, toilet paper, and other items; cleans mirrors, tile, walls, and windows; unclogs drains and toilets.
7. Picks up paper and other debris from College grounds, walkways, and areas adjacent to College facilities; sweeps concrete surfaces adjacent to College buildings wash down sidewalks, building entrances, and stairwells.
8. Operates custodial equipment such as vacuums, mops, small hand and power tools, ride-on and walk behind automatic scrubbers, and other equipment as assigned.
9. Performs minor maintenance to buildings and adjacent grounds; replaces light bulbs and tubes; cleans chalkboards, white boards, trays, and erasers; empties pencil sharpeners; cleans tables, chairs, and floors; operates and adjusts heating and ventilation equipment.
10. Moves and arranges furniture and equipment; prepares classrooms, gymnasiums, and other facilities for special events or meetings as assigned; sets up and assembles chairs, tables, and other furniture and equipment; cleans up furniture, equipment, and debris following events.
11. Locks and unlocks doors, gates, and windows as appropriate; turns lights on and off as needed;

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maintains security of assigned areas according to established guidelines; sets alarms as appropriate.

12. Reports safety, sanitary, and fire hazards to appropriate personnel; reports need for maintenance and repairs to appropriate authority.

13. Coordinates, schedules, and participates in the thorough cleaning and restoration of campus facilities during vacation periods.

14. Maintains records of maintenance and cleaning activities; maintains inventory of equipment and supplies.

15. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.

16. Performs other related duties as assigned.

Other Duties:

Knowledge Of:

1. Principles and practices of providing technical and functional direction and training to assigned staff.

2. Methods, materials, and equipment used in custodial work and preventative building maintenance.

3. OSHA, federal, and state guidelines to address pathogens and biohazards.

4. Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.

5. Facility maintenance techniques and materials.

6. Principles and procedures of record keeping.

7. Modern office practices, methods, and computer equipment and applications related to the work.

8. Safe work methods and safety practices pertaining to the work.

9. Safe driving rules and practices.

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10. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

Skills and Abilities:

1. Plan, prioritize, coordinate, schedule, assign, and oversee activities of custodial personnel.
2. Inspect the work of others and maintain established quality control standards.
3. Train others in proper and safe work procedures.
4. Identify and implement effective course of action to complete assigned work.
5. Prepare for, respond to, and recover from biohazards in the workplace.
6. Use and operate a variety of custodial equipment, including but not limited to: high-pressure washer, vacuum cleaner, wet/dry vacuum, carpet extractor, buffer, floor finish applicator, extractor, ride-on, and walk behind automatic scrubbers, mop, and broom.
7. Follow department policies and procedures related to assigned duties.
8. Organize own work, set priorities, and meet critical time deadlines.
9. Use English effectively to communicate in person, over the telephone, and in writing.
10. Learns and applies emerging technologies and, as necessary, performs duties in an efficient, organized, and timely manner.
11. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
12. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

1. Equivalent to the completion of the twelfth (12th) grade; **and**
2. a. Three (3) full-time equivalent years of experience as a custodian lead; orb. Five (5) full-time equivalent years of experience as a custodian in an education setting. Additional full-time equivalent

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years of experience can be substituted for the required education on a year-for-year basis.

Equivalencies:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.

Preferred Qualifications:

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Incumbents work in buildings and facilities and are occasionally exposed to loud noise levels, controlled temperatures, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in various College buildings and facilities; strength, stamina, and mobility to perform medium physical work and to operate varied hand and power tools and related equipment; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

Hazards:

Conditions of Employment:

The person holding this position is required to be present on Mt. San Antonio Colleges campus

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to perform all essential duties and responsibilities.

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees - The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#).

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

Special Notes:

A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: **(909) 274-4225**. E-mail: employment@mtsac.edu.

DO NOT include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

LONG DISTANCE TRAVEL FOR INTERVIEWS: Should you be invited to an interview, please contact our office to discuss an accommodation option if attending the interview would require you to travel in excess of 150 miles one way from your residence.

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.

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Foreign Transcripts:

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the [National Association of Credential Evaluation Services Website](#).

Inquiries/Contact:

Human Resources

1100 N. Grand Avenue, Walnut, CA 91789-1399

Phone: (909) 274-4225

E-mail: employment@mtsac.edu

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [Mt. SAC Employment Website](#) to complete and submit your application for this position.

EEO Policy:

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

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Cancel RTF Policy:

To apply, visit <https://hrjobs.mtsac.edu/postings/11313>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Mt. San Antonio College

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