

## **POSITION DESCRIPTION**

### **Building Maintenance and Custodian**

<b>Position Title:</b>	Building Maintenance and Custodian
<b>Employment Classification:</b>	Non-Exempt, Part Time Hourly
<b>Reports to:</b>	Facilities Manager
<b>Department:</b>	Facilities
<b>Salary:</b>	\$12.00 - \$13.00 per hour, depending on experience

#### **JOB SUMMARY**

The Building Maintenance and Custodian performs custodial duties related to the cleaning and upkeep of Living Coast Discovery Center's (LCDC) facilities and grounds; to perform building maintenance and equipment repair work; and to set up and remove tables, chairs, and equipment for special events, activities, and meetings. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

This part time position will work on weekdays with the exception of covering on weekends if needed, and availability on holidays and occasional evenings as needed.

#### **DUTIES AND KEY RESPONSIBILITIES**

Functions may include, but are not limited to, the following: perform building maintenance and related equipment maintenance repair work; sweep, mop, strip, wax, and seal floors; vacuum and shampoo rugs and carpets; dust and polish furniture, metalwork, and woodwork; empty and clean waste and recycle receptacles; clean and sanitize restrooms and kitchen; fill and replenish supplies; set up rooms and other facilities for meetings and other functions using written diagrams; lock and unlock doors; check security of assigned facilities; drive LCDC vehicles; pressure wash exteriors of buildings; wash windows; remove work-related hazardous waste materials; identify and label all chemicals used in the course of work in accordance to OSHA requirements; operate and maintain proper care of standard equipment used in the course of work; maintain flags and repair flagpole equipment; change incandescent bulbs and fluorescent lamps as needed; keep work-related records; assist with inter-office moves by moving furniture and equipment; build and maintain positive working relationships with co-workers, other LCDC employees and the public using principles of good customer service; perform related duties as assigned.

#### **QUALIFICATIONS**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be formal or informal education or training which ensures the ability to read and write in English at a level necessary for successful job performance. Some custodial and building maintenance related experience is highly desirable. Knowledge and the ability to troubleshoot plumbing, electrical, HVAC, and carpentry components are preferred. Possession of a valid California driver's license.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of: methods, materials, and equipment used in custodial work; safe work practices including the use of personal protective equipment; LCDC's waste management plan; English language. Ability to:

safely operate custodial equipment and use cleaning materials with skill and efficiency; use hand and power tools in maintenance work; basic understanding of plumbing, electrical, carpentry, HVAC is preferred; learn how to handle blood borne pathogens; learn how to properly use personal protective equipment; work effectively at remote locations without direct supervision; understand and follow oral and written instructions in English including written diagrams; work evenings, weekends, and holidays; communicate effectively in English, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

On a continuous basis, walk or stand for long periods of time. See in the normal vision range with or without correction to read labels on cleaning equipment and supplies; hear in the normal range with or without correction. Continuously bend, stoop, crouch, kneel, climb, balance, stretch, and reach; lift up to 50 pounds. Work is regularly performed in an indoor and outdoor environment; some work is done on rooftops, ceiling crawling spaces and beneath floor boards. There is exposure to noise, dust, water, and cleaning agents.

This job description is intended as a guide to the general job responsibilities and is not inclusive of every duty the employee is expected to perform.

The Living Coast Discovery Center is an Equal Opportunity Employer.

Please submit cover letter and resume in electronic format to Katharine Mathews, directly at [katharine@thelivingcoast.org](mailto:katharine@thelivingcoast.org) by Monday, July 22, 2019, at 5:00 PM.