

## POSITION DESCRIPTION

### Building Maintenance and Custodian

**Position Title:** Maintenance & Custodian

**Employment Classification:** Part-time, Non-Exempt, 26-30 hours per week

**Reports to:** Facilities and Fleet Manager

**Department:** Facilities

**Salary:** \$19.00-\$21.00 per hour, depending on experience

**The Living Coast Discovery Center is a nonprofit zoo and aquarium located on the San Diego Bay National Wildlife Refuge. Founded in 1987 as the Chula Vista Nature Interpretive Center, we inspire the community to connect with and care for our coastal environment.**

#### **JOB SUMMARY**

- Perform custodial duties related to the cleaning and upkeep of Living Coast Discovery Center's (LCDC) facilities and grounds.
- Perform basic building maintenance and equipment repair work.
- Build and repair materials for exhibits.
- Set up and remove tables, chairs, and equipment for special events, activities, and meetings.
- Initially perform routine duties under close supervision.
- With experience, perform the full range of duties with increasing independence.
- Work part-time hours including some weekdays and/or weekends.
- Maintain 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 repair work such as painting, light carpentry, and basic plumbing.
- 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 areas.
- Fill and replenish supplies.
- Set up rooms and facilities for meetings and functions using written diagrams.
- Lock and unlock doors and check security of assigned facilities.
- Drive LCDC vehicles.
- Pressure washing building exteriors and wash windows.
- Remove work-related hazardous waste materials.
- Identify and label all chemicals in accordance with OSHA requirements.
- Operate and properly maintain 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, including moving furniture and equipment.

- Build and maintain positive working relationships with co-workers, 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.
- Formal or informal education or training sufficient 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.
- Basic mechanical experience is desired (for example: performing oil changes, refilling windshield washer fluid, and checking vehicle fluid levels on personal vehicles).

### **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 floorboards. 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 Jesus Quezada, Facilities and Fleet Manager, [jesus@thelivingcoast.org](mailto:jesus@thelivingcoast.org) by March 20th, 2026, at 5:00 PM.