

JOB DESCRIPTION

TITLE: Custodial Technician

JD# 30

I. GENERAL RESPONSIBILITIES:

This position is responsible for performing all tasks related to cleaning and housekeeping of the campus facilities. As part of the Facilities Department staff, this position is also responsible, as necessary, for the generalized security of the campus and related College property.

II. REPORTING TO THIS POSITION:

None

III. POSITION REPORTS TO:

Custodial Supervisor

IV. RESPONSIBILITIES: (Illustrative Only)

- 1) Collects and disposes of trash throughout the campus.
- 2) Cleans, vacuums, sweeps, mops, strips, waxes and buffs floors and hallways.
- 3) Cleans windows, walls, woodwork and fountains.
- 4) Polishes furniture, metal rails and fixtures.
- 5) Cleans classrooms, offices and other spaces including blackboards, whiteboards, erasers, chalk trays, desks, tables, chairs, fixtures, curtains and other furniture and equipment.
- 6) Cleans and supplies lavatories, locker rooms, lounges and lunchrooms.
- 7) Operates floor scrubbers, carpet scrubbers, buffers, and trash compactor.
- 8) Moves and arranges furniture for meetings and conferences.
- 9) Assists with setting up and cleaning before and after special events and meetings.
- 10) Ensures inside and outside lights are turned on and off as required
- 11) Informs appropriate personnel if any electrical or mechanical system is malfunctioning.
- 12) Reports custodial equipment needing repair to appropriate personnel.
- 13) Observes and reports trespassers, fires, water leaks, unusual occurrences and/or disturbances to the appropriate individuals/authorities.
- 14) Assists management in inventorying and stocking custodial supplies.
- 15) Performs other related duties as assigned.

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V. SKILLS AND KNOWLEDGE:

Some knowledge of the operation of motorized maintenance equipment and materials; ability to read and write; ability to follow written and oral instructions; ability to read and work from simple diagrams; ability to get along well with others; ability to work alone; and possesses valid driver's license. Must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds.

VI. QUALIFICATIONS:

Performance--HS or equivalent

VII. PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a personal computer, calculator, and copier. Significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions. Ability to lift up to 100 lbs.

VIII. SPECIAL REQUIREMENTS: None

IX. FLSA STATUS: Non-Exempt

X. CLASSIFICATION: 2

XI. CATEGORY: A

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President (or Designee) Date

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Employee Date

Revision Date: 04/01/1990

Revision Date: 01/25/2000

College Name Change: 07/01/2002

Revision Date: 04/08/2003

Revision Date: 04/05/2006

Revision Date: 12/31/2009

Revision Date: 05/21/2018