

CAMPUS FACILITIES ASSISTANT

DEFINITION

To perform a wide variety of duties in preparing campus facilities for community use; to perform minor maintenance and custodial duties; to load and deliver supplies and equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Custodial Manager or Director of Business Services.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Prepare campus facilities for school and community functions; set up stage and sound devices for performances; arrange seating for dances, concerts, banquets, art lectures, graduation exercises and athletic events.

Supervise and participate in the storage and removal of equipment, and clean up after an event.

Set up equipment used in various athletic events, such as hurdles, wrestling mats and goal posts.

May perform general maintenance work on campus such as cleaning and maintaining the stadium, installing and repairing traffic signs and painting curbs.

Meet with administrators, teachers, students and community members to discuss arrangements for special events.

Perform minor maintenance and routine custodial tasks.

Drive trucks, pick up and deliver supplies, furniture or equipment; may assist in the receiving and storing of stock.

Make daily safety and mechanical inspections of motor vehicles and report those needing repairs.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods of cleaning and preserving floors, walls and fixtures.

Cleaning materials, disinfectants and equipment used in custodial work.

Common tools and their uses.

Operation of light trucks.

(Over)

Skill to:

Quickly learn the schedules, procedures and use of tools used in custodial work.
Use common cleaning and maintenance equipment.
Move heavy equipment and furniture.
Communicate effectively, both orally and in writing.
Establish and maintain cooperative work relationships with those contacted in the course of work.
Operate light trucks skillfully and in accordance with traffic regulations.
Carry out oral and written instructions.
Use a variety of hand tools and power equipment.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

One year of responsible custodial experience.

Training:

Completion of formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.