

Custodial Equipment Technician

Purpose Statement

The job of Custodial Equipment Technician is done for the purpose/s of determining and performing needed repairs and/or replacements of custodial equipment (floor scrubbers, vacuums, extractors, etc); performing preventative maintenance; ensuring that the equipment is in safe operating condition and providing written documentation of repairs.

This job reports to the District Custodial Foreman

Essential Functions

- Coordinates with site administration and head custodians for the purpose of maintaining all custodial equipment in good working condition.
- Diagnoses equipment malfunctions for the purpose of determining needed repairs and/or replacements.
- Estimates cost of parts and materials needed to complete repairs for the purpose of determining the cost/benefit of repairs versus replacement and facilitating timely completion of projects.
- Maintains a variety of maintenance records (e.g. maintenance reports, work orders, repairs, etc.) for the purpose of documenting maintenance/repairs performed and ensuring maintenance is performed.
- Maintains job related tools and equipment and/or shop area for the purpose of ensuring the availability and functioning of the required tools and equipment within a safe work area.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs maintenance and repairs for the purpose of ensuring custodial equipment is in safe working order.
- Prioritizes new equipment needs and purchases throughout the district for the purpose of ensuring district funds are spent appropriately and in budget.
- Responds to emergency situations (e.g. water lines, sidewalks, etc.) for the purpose of assisting in resolving immediate safety concerns.
- Trains custodians for the purpose of ensuring the proper operation of equipment as well as daily, weekly, and monthly routine maintenance.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials/equipment at the job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Serves on the Custodial Committee for the purpose of helping in the selection of cleaning products and equipment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily

perform the functions of the job include: operating equipment used in mechanic field; planning and managing projects; preparing and maintaining accurate records; and operates light equipment not requiring a driver's license to perform job functions.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; operation of the basic performance for custodial equipment (vacuums, extractors, scrubbers, etc); general understanding of electrical components and mechanical functions of custodial equipment.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving with data may require independent interpretation; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; working as part of a team; working with detailed information/data; working with frequent interruptions; and have the ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is desired.

Education High school diploma or equivalent.

Equivalency

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt

3/9/2018

7