



CAMPUS FACILITIES ASSISTANT

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Service/Maintenance	PEU Local 1	50	07/01/2017	Classified	1 of 2

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; and to assemble furniture and equipment.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

EXAMPLES OF DUTIES

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

- Processes all requests for use of campus facilities.
- Prepares campus facilities for school and community functions, which may include set up of stage and sound devices for performances; arranges seating for dances, concerts, banquets, art lectures, graduation exercises and athletic events, etc.
- Supervises and participates in the set-up, storage and removal of equipment and clean up after an event.
- May perform general maintenance and custodial work on campus such as cleaning and maintaining the stadium, installing and repairing traffic signs, painting curbs and repairing furniture.
- Meets with administrators, teachers, students and community members to discuss arrangements for special events.
- Drives trucks, retrieves and delivers supplies, furniture or equipment; may assist in the receiving and storing of stock, transporting personnel and picking up donations.
- Works with other staff in facilities preparation and cleaning.
- Makes daily safety and mechanical inspections of motor vehicles; performs minor repairs and reports items needing major repairs.
- Schedules for routine maintenance and repairs of motor vehicles.
- Maintains records of campus-wide van pool.
- Empties and maintains recycle bins; picks up recycling throughout campus.
- Develops and maintains facilities reports including statistical data related to expenses and revenue.
- May hire, train, provide supervision of work, and prepare and sign timecards for student assistants.
- Performs related duties as assigned.



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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.
- Standard maintenance equipment.
- Correct disposal of hazardous waste.
- Basic assembly and repair of furniture.
- Modern software applications (Microsoft Office Suite, etc.).

Skill/Ability to:

- 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.
- Operate light trucks in accordance with traffic regulations.
- Use a variety of hand tools and power equipment.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Perform heavy physical labor, including lifting and moving items weighing up to 50 pounds.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- One (1) year of responsible custodial or facilities experience.

EDUCATION / LICENSE OR CERTIFICATE

- Possession of a high school diploma/GED or the equivalent.
- Possession of, or ability to obtain, an appropriate, valid California driver's license.
- Possession of, or ability to obtain, an appropriate, valid forklift operator's certificate.

Adopted: 07/01/17