



## Facilities Custodial Technician Job Description

**Job Title:** Facilities Custodial Technician  
**Job Class:** Support  
**Department:** Facilities and Maintenance  
**Reports To:** Facilities Custodial and Grounds Supervisor  
**FLSA Status:** Non-Exempt  
**Compease:** Grade 6  
**Approved By:** WSCC President  
**Approved Date:** 3/26/21

### I. Position Purpose

The Facilities Custodial Technician supports the maintenance of the college's facilities and grounds. In coordination with the Facilities Custodial and Grounds Supervisor, the Technician strives to create a safe and inviting atmosphere within the college's facilities to support and enhance student success.

### II. Duties and Responsibilities

**ENSURE BUILDING CLEANLINESS:** The Facilities Custodial Technician cleans and disinfects rooms, furnishings, hallways, lobbies, restrooms, stairways, outside entrance areas, and other facility areas as assigned. This includes restocking supplies and collecting trash and/or recyclable materials.

**UTILIZE AND MAINTAIN CUSTODIAL EQUIPMENT AND SAFELY USE CLEANING PRODUCTS:** The Facilities Custodial Technician assures that all custodial equipment, including power and manual devices, remains in good working order and is maintained as per the manufacturer's recommendations. The Technician is responsible for the safe and consistent use of all cleaning chemicals in accordance with product labels, MSDS sheets, and the manufacturer's recommendations.

**MAINTAIN INVENTORY OF SUPPLIES AND EQUIPMENT:** The Facilities Custodial Technician assists the Facilities Custodial and Grounds Supervisor with inventory to ensure that supplies and equipment are readily available. In addition, the Technician maintains the cleaning materials used in carrying out daily duties.

**PERFORM BASIC SEMI-SKILLED MAINTENANCE FUNCTIONS:** The Facilities Custodial Technician monitors and troubleshoots the HVAC system and other operating systems while reporting facility preventative maintenance and repair requirements to the Facilities Custodial and Grounds Supervisor to ensure proper working order and appearance.

**MAINTAIN SAFETY:** The Facilities Custodial Technician maintains proper building security and safety by performing such tasks as locking doors after operating hours and engaging the buildings' security system. The Technician also strives to maintain a safe working environment through the prevention of accidents, the preservation of equipment and adherence to safe working practices.

**SUPPORT MAINTAINANCE OF COLLEGE GROUNDS:** The Facilities Custodial Technician supports the maintenance of college grounds as needed, which includes landscaping and lawn care.

**SUPPORT EVENTS:** The Facilities Custodial Technician supports events on campus by completing



set up (including arranging chairs, tables, podiums or other furnishing) and tear down as required.

**DEMONSTRATE PROFESSIONALISM AND QUALITY CUSTOMER SERVICE:** The Facilities Custodial Technician demonstrates professionalism and provides quality customer service in accordance with the College's values. Additionally, the Technician maintains positive working relationships, makes decisions, and solves problems. The Technician maintains confidentiality, positive communication, and accurate records. The Technician also exhibits flexibility, the ability to change as well as a willingness to learn and maintain current technology skills.

### **III. Qualifications - Education, Experience, and Skills**

- Minimum of a High School diploma or equivalent.
- Minimum of twelve months of commercial or industrial janitorial experience
- Valid driver's license.
- Ability to perform duties in various locations, both inside and outside including confined spaces such as dropped ceiling, under desks, etc.
- Ability to lift equipment and supplies up to 75 pounds and push/ pull up to 150 pounds.
- Ability to climb, work from a ladder, mop, sweep, vacuum, dust, clean windows, pick up litter, use snow shovels, brooms, etc.
- Ability to perform while using applicable safety and personal protective equipment.

*Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).*