

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE: LEAD FACILITIES ASSISTANT

SALARY TABLE: 29

SALARY RANGE: 22

BASIC FUNCTION:

Under the direction of a designated administrator, lead and participate in a variety of custodial, grounds maintenance and routine building maintenance activities at an assigned remote District site; assure related buildings, facilities and grounds are maintained in a safe, clean and orderly condition; train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead and participate in a variety of custodial, grounds maintenance and routine building maintenance activities at an assigned remote District site; assist in establishing related time lines and priorities; assure related activities comply with established standards, policies and procedures.

Assure site buildings, facilities and grounds are maintained in a safe, clean and orderly condition; inspect completed work at assigned District site for accuracy and compliance with established guidelines and procedures as required.

Train and provide work direction and guidance to assigned personnel; arrange employee schedules and assign daily duties to subordinate personnel; provide input concerning employee evaluations as requested; assure staff understanding of established work requirements.

Oversee and participate in the cleaning of classrooms, offices and other facilities; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets; spot clean and shampoo carpets; spot mop spills; clean mirrors, blinds, tile, walls, doors and windows.

Coordinate and participate in moving and arranging furniture and equipment according to established time lines; set-up and assemble chairs, tables and other furniture and equipment for site activities and special events as assigned; clean up furniture, equipment and debris following these events.

Lead and participate in grounds maintenance and gardening activities in the beautification of grounds and landscaped areas; mow, edge, trim and water lawns, fields and other turf grounds; hoe and pull weeds; rake leaves; plant, cultivate, prune, spray and fertilize flowers, trees, grass and shrubs.

Pick up paper and other debris from floors, grounds, walkways and areas adjacent to site facilities; edge walkways; sweep walkways, driveways, parking lots and concrete surfaces adjacent to campus buildings; empty waste receptacles.

Perform a variety of routine general maintenance and repairs; replace light bulbs and other fixtures;

March 2021

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paint walls and other surfaces; alter, repair or construct articles and structures of wood; install classroom fixtures and equipment as assigned; replace and maintain utility system components.

Coordinate and conduct inventory activities; monitor and maintain adequate inventory levels of assigned supplies, materials and equipment; order, receive and store supplies, materials and equipment; pick up and distribute supplies, mail, materials and equipment as required.

Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper, seat covers and other items; perform minor plumbing duties; inspect and repair leaks, obstructions and general system failures.

Oversee and participate in the preparation and maintenance of various records and reports related to supplies, equipment, inventory, incidents, accidents, requests and assigned activities; establish and maintain filing systems for equipment and room set-up requests.

Dust and polish furniture, equipment and woodwork; empty waste receptacles; remove gum and graffiti as needed; clean chalkboards, whiteboards, chalk trays and erasers; empty pencil sharpeners.

Operate a variety of equipment such as mowers, edgers, vacuums, sweepers, tractors, trimmers, chainsaws, sprayers and various hand and power tools; perform minor maintenance and repairs on equipment as needed; drive a vehicle to conduct work; utilize a computer and assigned software.

Assist with the installation, maintenance and repair of irrigation systems as required; water grounds areas by hand or by operating the irrigation system.

Communicate with staff and outside agencies to exchange information and resolve issues or concerns; provide assistance, directions and general information to the public as requested.

Perform minor maintenance and repairs on audio-visual equipment as required; utilize a camcorder to record lectures as assigned; duplicate and maintain related library of videotapes; assist staff with the selection and usage of media and audio-visual equipment as directed.

Identify and report safety, sanitary, security and fire incidents and hazards to appropriate personnel; report major maintenance and repair needs to appropriate personnel.

Serve as a lead and train and provide work direction and guidance to student workers as directed.

Apply pest control methods to eradicate weeds and other pests according to established procedures.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, techniques, materials, tools and equipment used in modern custodial, grounds

March 2021

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maintenance and minor building maintenance work.

Grounds maintenance procedures including mowing, edging, raking and weeding.

Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.

Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.

Requirements of maintaining District facilities in a safe, clean and orderly condition.

Principles of training and providing work direction.

Operation of a wide variety of hand and power tools and equipment.

Inventory practices and procedures and proper methods of storing equipment and supplies.

Operation of a computer and assigned software.

Requirements of maintaining District buildings in a safe, clean and orderly condition.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Appropriate safety precautions and procedures.

Record-keeping techniques.

Proper lifting techniques.

ABILITY TO:

Lead and participate in a variety of custodial, grounds maintenance and routine building maintenance activities at an assigned remote District site.

Assure related buildings, facilities and grounds are maintained in a safe, clean and orderly condition.

Train and provide work direction and guidance to assigned personnel.

Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.

Assign employee duties and inspect completed work for accuracy.

Operate and maintain a wide variety of hand and power tools and equipment.

Coordinate and conduct inventory activities and maintain adequate levels of supplies and equipment.

Move and arrange furniture and equipment.

Observe and report safety hazards and need for maintenance and repair.

Operate a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Observe health and safety regulations.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible experience performing custodial, grounds maintenance or routine building maintenance activities.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Seasonal heat and cold or adverse weather conditions.
Exposure to fumes, dust, odors, oil, grease and gases.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of equipment.
Walking or standing for extended periods of time.
Seeing to perform custodial, gardening and maintenance activities.
Lifting, carrying, pushing or pulling heavy objects as assigned by position.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Heavy physical labor.
Climbing ladders.

HAZARDS:

Exposure to cleaning agents and chemicals.
Working around and with machinery having moving parts.
Working at heights.