

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SITE OPERATIONS COORDINATOR I

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, organize, coordinate and perform custodial services and grounds operations at an assigned off-campus location; perform a variety of unskilled technical tasks related to equipment in the assigned facilities.

REPRESENTATIVE DUTIES:

Coordinate the work of staff involved in custodial and grounds maintenance and operations, including custodial floor maintenance, grounds maintenance and general facility maintenance; review work assignments for completion and compliance with maintenance standards; evaluate operations and activities and make recommendations for improvements and modifications; participate in training assigned staff. *E*

Clean and sanitize restroom facilities and fixtures; replenish supplies in restrooms and related facilities. *E*

Sweep, vacuum, mop, wax, strip, and polish floors; vacuum and shampoo carpets, dust and polish furniture, woodwork, fixtures, and equipment. *E*

Wash windows, mirrors and walls; clean desks and counter tops; clean chalkboards and erasers; empty, clean and sanitize waste receptacles. *E*

Open and secure classrooms and buildings; set and disengage alarm system; move and arrange furniture and equipment and prepare rooms; replace lights and ballasts; adjust shades and blinds; disassemble and repair lock mechanisms on exterior doors. *E*

Plant, water and maintain landscaped areas; water, mow weed, trim and fertilize lawns; trim and prune bushes, trees and shrubs; stake trees. *E*

Rake leaves and clear debris from walkways, parking lots and other related facilities; apply herbicides, fungicides and pesticides. *E*

Perform a variety of duties in the maintenance and repair of the irrigation system; change and adjust sprinkler heads; maintain controllers and assist in irrigation system installation and maintenance projects. *E*

Operate and maintain power tools including mowers, edgers and blowers; maintain hand tools and assigned equipment; perform small engine maintenance and repair to lawn equipment. *E*

Clean and maintain outreach vehicles; monitor fuel, oil and water usage; log maintenance record; arrange for servicing as required. *E*

Monitor use of outreach grounds and facilities; issue warning notices to parking violators; perform security patrol of parking areas and grounds; coordinate crime prevention, reporting and investigation with appropriate authorities. *E*

Perform maintenance to outreach facilities, furnishings, and equipment including replacement and repairs to plumbing and fixtures; replacement of air conditioning and heating filters and belts, and minor repairs to desks, tables, chairs, cabinets, shelves, windows and doors. *E*

Coordinate major repairs of outreach facilities, furnishings, and equipment with appropriate college personnel or arrange for maintenance with outside contractors. *E*

Maintain inventory of custodial and grounds supplies; requisition supplies and equipment as necessary. *E*

Work with faculty, staff, students and the public in coordinating preparations for special college events; coordinate large set-ups and moving of furniture and equipment. *E*

Answer questions and provide information to faculty, staff, students and the public; investigate complaints and recommend corrective action as necessary to resolve complaints. *E*

Maintain clean and orderly work areas; inspect and report health and safety, sanitary and fire hazards of outreach facilities. *E*

Distribute and collect audiovisual equipment; provide assistance to faculty and staff regarding equipment set-up and operation; provide for maintenance of audiovisual equipment; perform troubleshooting and routine repair of audiovisual equipment, including projector repairs and speaker replacements. *E*

Pickup and deliver supplies, materials and mail from main campus; purchase supplies and service outreach vending machines. *E*

Coordinate outreach bookstore operations including pickup of textbook supply, inventory of textbooks and instructional materials, recording daily sales and making deposits of funds as assigned.

Exercise technical and functional supervision over custodial and grounds maintenance staff and student assistants.

Provide training for assigned staff; supervise student assistants.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and procedures of facility and grounds maintenance.
- Methods practices, equipment and tools used in custodial and grounds maintenance duties.
- Record-keeping procedures.
- Principles of providing work direction and guidance.
- Safe work practices and emergency procedures.

ABILITY TO:

- Operate a variety of custodial and grounds maintenance and repair equipment.
- Perform a full range of custodial duties.
- Operate audiovisual equipment and cash register.
- Safely and effectively apply insecticides, herbicides and fungicides.
- Mix and apply various custodial chemicals.
- Maintain records.
- Provide work direction and guidance to assigned staff.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of increasingly responsible experience in custodial, grounds and facilities maintenance.

LICENSES AND OTHER REQUIREMENTS:

- Possession of, or ability to obtain, a valid California driver=s license.
- Satisfactory completion of pre-employment physical assessment.
- Satisfactory completion of pre-employment drug testing.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |

- 1 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for the purpose of reading printed matter and operating a vehicle and custodial equipment.
- 3 d. Ability to hear and understand speech at normal levels.
- 3 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, push and pull, stoop, kneel, crawl.
- 3 g. Ability to lift 75 lbs.
- 3 h. Ability to carry 75 lbs.
- 4 i. Ability to reach in all directions.
- 1 j. Ability to work at heights.
- 1 k. Ability to ascend and descend a ladder.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.