

CITY OF MILPITAS
Effective:
EEOC: Service
Unit: MEA/ Maintenance
FLSA: Non-exempt
Physical: 2

MAINTENANCE CUSTODIAN III

DEFINITION

To serve as lead worker over custodial crew; to perform a variety of semi-skilled and skilled tasks in the maintenance and care of buildings and facilities; to perform the more complex and responsible tasks within the work unit including training of less experienced staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Maintenance Custodian class series. The Maintenance Custodian III is distinguished from other classes in the custodial series by the responsibility assumed for leading a crew, and by the performance of the more complex and responsible duties assigned to positions in this series. Incumbents at this level typically possess specialized skills, knowledge, and abilities, and work independently.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Serve as crew leader over an assigned custodial crew.

Provide guidance and training to less experienced personnel.

Assist Chief Maintenance Custodian with daily supervision of personnel, include contract personnel, and the timely completion of assigned duties.

Check work of assigned crew.

Prepare reports as needed.

Maintain timesheets and other records as appropriate.

Ensure that safety measures and practices are utilized at all times.

Oversee and participate in the maintenance and cleaning of assigned buildings and facilities.

Perform related duties as assigned.

CITY OF MILPITAS
Maintenance Custodian III (Continued)

QUALIFICATIONS

Knowledge of:

City policies and procedures in assigned area of maintenance.

Training and communication techniques.

Uses and purposes of general maintenance and custodial tools and equipment.

Safe work practices.

Ability to:

Organize and oversee the work of a crew.

Provide training and guidance to less experienced personnel.

Maintain neat and accurate records.

Work without supervision; exercises sound independent judgment.

Perform skilled maintenance and custodial work in assigned area of responsibility.

Establish and maintain effective work relationships with others.

Understand and carry out oral and written directions.

EXPERIENCE AND EDUCATION

Two years of increasingly responsible experience in the maintenance and care of public facilities.

License or Certificate:

Possession of, or ability to, obtain and maintain an appropriate, valid California Driver's license.

Approved by:

City Manager