Custodian Technician

Job Code 00007080

General Description
Responsible for repairing custodial equipment and maintaining computer database/spreadsheets related to custodial equipment for academic buildings.

Examples of Duties
Diagnose and repair custodial equipment.
Order equipment and parts.
Perform data entry for equipment repair, ordering parts, and overall equipment inventory control program.
Perform preventative maintenance on custodial equipment.
Provide in-service training to custodial staff.
Print monthly computer reports.
Pick up and distribute inter-office mail.
Clean tennis court and surrounding area.
Deliver supplies and equipment for special events.
Clean custodial workshop area.
Clean Freeman Ranch and other locations on campus as needed.
Provide laundry services.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
Standard safety practices and procedures related to electrical systems and equipment repair techniques; computer databases and spreadsheets.

Skill in:
Completing purchase requisitions, supply request forms, and time slips; preparing inventory records; establishing rapport with variety of clients; prioritizing work; manipulating databases and spreadsheets; working as a team member.

Ability to:
Compare and verify columns of numbers; use measuring devices; perform intermediate math; explain technical materials to lay persons; repair and maintain electrical equipment; troubleshoot; operate a digital multi-meter, and basic hand and power tools.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
Revised 09/20/2012