

Employee Name:



MPP / Staff Position Description

HUMAN RESOURCES USE ONLY	
Conflict of Interest (COI) Designated: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<u>MPP Positions Only</u>
Mandated Reporter: <input checked="" type="checkbox"/> Limited <input type="checkbox"/> General <input type="checkbox"/> N/A	MPP Job Code:
Review Date: 09/16/2024	Job Family:
	Job Function:
	Job Category:

Mandated Reporter Per CANRA YES NO

The person holding this position is considered a 'mandated reporter,' under the California Child Abuse and Neglect Reporting Act (CANRA) and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Please Note: A current and accurate signed Position Description is required for each MPP / Staff position and must be on file in the Center for Human Resources. After completion, the Position Description should be reviewed, signed and dated by the employee, the supervisor and the Center for Human Resources - Classification and Compensation.

Please check one:	<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Existing Position Update
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Date:	9/9/2024
Department & Division:	Facilities Services
Employee Name <i>(leave blank if vacant):</i>	
Current Classification & Grade:	Custodian (1)
FLSA Status: <i>(exempt or non-exempt)</i>	
Working Title:	Custodian
Position Number & Job Code:	10010290 & 2010

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Working Title & Position Number of HEERA Designated Appropriate Administrator:	Scott Foster, Supervising Custodian, Administrator I / Position #10001660
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I. FUNCTION OF THE EMPLOYING UNIT:

State the basic purpose of the Department/Unit in one brief paragraph. Include the division's DEI statement here.

The Division of Business and Financial Affairs is responsible for ensuring a safe, productive campus environment while providing the highest quality service in support of academic excellence through thoughtful stewardship of financial, technological, infrastructure and human resources at San Diego State University.

SDSU Facilities Services (FS), a department of Business and Financial Affairs, is a customer service-based organization providing facility maintenance activities through a transparent and deliberate process. It is responsible for the operation, maintenance, repair, renovation, remodel, and alteration activities in support of the academic and research mission of the university. Facilities Services employs over 235 employees (full time and students) and supports approximately eight million square feet of buildings (including residence halls and parking structures) and 280 acres of improved and unimproved land with an operating budget of approximately forty-five million dollars.

II. PURPOSE OF POSITION:

State the basic purpose of the position in one to three specific statements.

- **Purpose:** Under general supervision, incumbent cleans and cares for classrooms, offices, laboratories, restrooms, common areas (hallways, lobbies) and athletic facilities (including locker rooms) in support of the academic mission; cleans and cares for individual student rooms, offices, study rooms, hallways, restrooms (including showers), trash areas, stairways, elevators and lobby areas in support of residential life.
- **Objectives:** Maintain campus facilities and residence hall facilities in a clean and sanitary condition.
- **Expectations:** Properly maintained workstation (clean offices, laboratories, classrooms, restrooms, hallways and stairwells, residence halls, etc.). A neatly organized and well-stocked custodial locker and cart with well-kept, functioning equipment; thorough and accurate accounting of time and materials. Consistent meeting of university needs in a timely and professional manner with increasingly improved skill. Follow-up on every project or task to ensure that all items are completed to the satisfaction of the FS Director. Maintains a responsible attendance record and consistently meets deadlines. Builds and maintains internal and external customer satisfaction with the products and services offered by the organization. Seeks customer feedback, is responsive to customers and takes appropriate action for the situation.

Performs work in a manner that supports and facilitates the work of others in Facilities Services and the university community. Maintains a positive and cooperative working relationship with members of the department and campus community by practicing individual dignity, using tact and diplomacy, and always being respectful and civil. Uses respectful communication when dealing with people in all situations and demonstrates restraint, fairness, and firmness. Works effectively to understand by carefully listening to understand prior to being understood.

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Must be able to effectively communicate and successfully interact with a variety of individuals in a diverse environment at all levels of the organization. Ability to maintain confidentiality and work appropriately within the department hierarchy communicating effectively to resolve problems and proactively resolve conflicts or disagreements in the workplace, make suggestions and ask pertinent questions to facilitate effective communication. Ability to implement safety procedures, resolve problems and improve safety in the workplace. Works to instill in others the importance of workplace safety rules and regulations and takes appropriate actions.

Ability to conduct hazard assessments, and address those hazards accordingly, promptly follows-up on health and safety risks, taking appropriate actions and provides the necessary reports and documentation.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

III. CHANGES IN RESPONSIBILITIES:

- N/A

IV. MAJOR RESPONSIBILITIES:

Clearly list the major responsibilities/essential functions in descending order from the most important to the least important. Indicate the approximate percentage of time spent in each (percentages should not be less than 5%). The percentage must total 100%.

Description of Responsibilities:	(%) Percent of Time
Tasks include, but are not limited to: Campus Building/Residence Hall Cleaning- washing woodwork and hard surface counters, washing and polishing furniture, cleaning chalkboards, chalk rails and whiteboards; dusting light fixtures; cleaning blinds; cleaning trash chutes (inside and out). Restroom Cleaning- cleaning and disinfecting restroom facilities and replenishing paper and soap supplies; cleaning and sanitizing showers and shower rooms. Trash Removal- emptying wastebaskets and recycling containers. Floor and Furniture Care- sweeping, stripping, scrubbing, mopping, and waxing floors; vacuuming and shampooing rugs and carpeting; cleaning the hard surface of furnishings and upholstery shampooing.	75%

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Description of Responsibilities:	(%) Percent of Time
<p>Special Support- performs post-construction cleaning following in-house or contracted remodeling work; performing emergency clean up (spills, flooding, graffiti, bodily fluids, etc.).</p> <p>Entryway Maintenance- sweeping, mopping, and clearing cobwebs from building exterior areas at entrances and hallways; cleaning trash chute areas (inside and out); cleaning windows (inside and out) at entrances and lobbies of buildings.</p> <p>Facility and Equipment Maintenance- making repairs to facilities (replacing fluorescent tubes and incandescent bulbs, oiling door hinges, tightening screws, replacing switch plates and outlet covers, etc.); cleaning, adjusting, and making minor repairs to custodial equipment.</p>	
<p>Caretaker Support: Anticipates building repair needs and building occupant requirements. Reports building repair needs to the Work Control Center or Residence Hall Front Desks. Provides information about the use of the building and its activities. Locks and unlocks buildings or building areas.</p> <p>Campus Closures: Tasks include additional detailed cleaning of restroom facilities; stripping and sealing floors and shampooing or spin-bonneting carpets and rugs in campus facilities/residence halls. Work may include designated pressure washing of exterior areas that cannot be accomplished during the academic year and use of auto scrubbers. Tasks include setting-up residence hall rooms for conference guests; cleaning rooms (blinds, windows, window ledges, furniture, closets, mirrors, vents); washing trash cans; cleaning micro-fridge units; making beds; counting linen; moving furniture; stripping and waxing student room floors.</p>	10%
<p>Special Event Support: Participates in the set up for special events and weekend functions on campus. Cooperates with faculty and staff in rearranging furniture for specific or occasional needs. As directed, acts as building custodian during such events (dances, receptions, assemblies, concerts, parties, games, etc.). Keeps certain areas secure and reports suspicious persons or activities.</p>	5%
<p>Custodial Locker and Cart Maintenance- maintains and services tools and equipment used in the performance of duties; keeps cart and locker adequately stocked, in tidy and organized condition, with appropriate chemical labeling; orders custodial supplies and equipment as needed, and tracks supplies as they are used; receives large quantities of supplies on various occasions.</p>	5%

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Description of Responsibilities:	(%) Percent of Time
General Support- Assists Landscape Services, Trades and Mechanical Services staff in the accomplishment of their work (projects, events, ongoing programs); performs other tasks as assigned by the lead/supervisor/manager in support of the university and Facilities Services.	5%
Total =100%	100%

V. LEAD WORK DIRECTION OVER OTHERS:

List of individuals the incumbent supervises/leads. Indicate the type of supervision, whether direct (directly supervises the position and conducts performance evaluation) or general (acting in a lead capacity or assigning work).

Classification	Working Title	Type of work direction (Direct or General)
N/A	N/A	N/A

VI. POSITION REQUIREMENTS:

A. List education and years of experience required that are based on the classification standards.

- **Experience:** Prior experience not required.

B. Skills, knowledge, and abilities required for this position that are based on the classification standards

- **Knowledge** – A basic knowledge of the methods, materials, and equipment used in custodial work. Ability to read and write at a level appropriate for the duties of the position; follow verbal and written instructions to ensure safety; operate and care for custodial equipment and supplies applicable to the position; use custodial systems such as those used to track work orders and two-way radios for communication; observe safety requirements and safe work practices and methods as required; perform work involving regular physical activity; and establish and maintain cooperative working relationships; ability to safely move up to 50 pounds.

C. Specialized skills required for this position

- N/A

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D. License and Certification Required (I.e., Driver's License and Grade, Certification, etc.)

- Valid California Driver's License

VII. PREFERRED QUALIFICATIONS:


A working knowledge of the common methods, practices, equipment, and materials used in custodial work; general knowledge of cleaning chemicals and methods of use; ability to make repairs to equipment to ensure good operating order.

Prior experience in custodial services, maintenance services, or similar environment within the previous three years.

Prior experience using custodial floor equipment (ride on Zambonis or walk – behind floor machines, carpet extractors, buffers, floor sweepers and restroom equipment) within the previous two years.

VIII. SIGNATURES:

The signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to the position. (Limited to 3 Signers as listed below)

Incumbent's Signature/Acknowledgment		Date
 <small>Gabriel Silva (Sep 18, 2024 11:17 PDT)</small>		Sep 18, 2024
Appropriate Administrator Signature		Date
Classification & Compensation Services		Date

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Attachment A

Complete for all positions

To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.

Physical Summary: Choose one description out of the categories below that best describes this position.

Sedentary Work: Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).

Light Work: Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.

Medium Work: Job involves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.

Heavy Work: Job involves lifting more than 40 pounds. Approximately half of the incumbent's time will be spent walking, standing, squatting, kneeling, or climbing.

Use the codes below for each of the items which most accurately describe the extent of the specific activity performed in this position.

"C" = constantly or 6-8 hours per day

"O" = occasionally or up to 3 hours per day

"F" = frequently or 3-6 hours per day

"N" = never

Physical Requirements of the Position		Mental Requirements of the Position	
C	Bending (neck)	O	Reading & Comprehending
C	Bending (waist)	O	Writing
O	Climbing	O	Performing Calculations
O	Crawling	F	Communicating Orally
F	Kneeling	O	Reasoning & Analyzing
F	Pushing/Pulling	O	Decision Making
O	Sitting	N	Directing/Coordinating Others:
F	Squatting		Other:
F	Standing	Environmental Working Conditions	
F	Twisting (neck)	O	Exposure to variations in temperature/humidity
F	Twisting (waist)	F	Exposure to chemicals, gases, dust or fumes
F	Walking	O	Operates machinery or drives motorized equipment
F	Handling Objects	O	Exposure to bio-hazards
F	Manual dexterity	N	Working in normal office environment
F	Reach above/below shoulder	O	Working outside with various weather conditions
O	Using foot controls	O	Uses specialized equipment
	Other:		Other:

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Attachment B

Complete for all positions

Sensitive Position: For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the [CSU Background Check Policy](#).

Consideration for designation as a sensitive position per HR Technical Letter 2017-17		
1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a).
2. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Access to Level Protected Level 1 Data: (i.e., Passwords, DOB, Credit Card Numbers, SSN's, Medical Data, Law Enforcement Records, etc.) - Link to or incorporate ICSUAM pages.
3. Does this position have access to student records?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	FERPA (Access to student education records)
4. Is the position responding for recording/reporting Clery Data?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Clery Act Basics
5. Does the position have access to protected health information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	HIPAA
6. Will this position be an active/participating member of the SDSU Emergency Operations Team?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	EOC Member
7. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Motor Vehicle Records/Licensing Check is required. CA Defensive Driver
8. Does the position influence or make decisions regarding real property, real property acquisitions and/or leaseholds, land use and/or development?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 1
9. Does the position influence or make decisions regarding the purchase of goods, service, or construction work? Note: Having a procurement card is not qualifying if the individual is limited to making directed and supervised purchases from established vendors.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 2

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10. Does the position influence or make decisions regarding the investment of SDSU/CSU funds.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 5
11. Does the position influence or make decisions regarding the sale of campus goods, services, products, or commodities (including agricultural commodities), which are sold by the campus?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 6

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Attachment C

Complete for **MPP Positions Only**

Mental Effort:

Enter frequency of occurrence for all applicable activities using the following key:

1=Never Occurs 2=Seldom Occurs 3=Sometimes Occurs 4=Occurs Often 5=Almost Always Occurs

<u>Planning</u>		<u>Staffing</u>	
	Forecast		Define Roles
	Set Program Goals		Give Input to Position Descriptions
	Determine Budget Allocations		Determine Selection Criteria
	Establish, Implement, Revise Policies		Recruit/Interview/Select
			Orient Staff
<u>Organization</u>		<u>Employee Relations</u>	
	Describe Relationships Between Functions		Initiate Corrective Action
	Define Department/Divisional Structure		Authorize Formal Discipline
	Establish Priorities to Meet Goals		Administer Collective Bargaining Agreements
	Schedule Work for Employees		Prepares/Investigates Grievance Awards and Complaints
	Implement procedures		Formulates/Represents University Position for Formal Grievances/Complaints
	Determine work methods		
	Balance multiple tasks/projects		
<u>Direction/Leadership/Supervision</u>		<u>Performance Evaluations</u>	
	Educate		Determine Performance Standards
	Delegate		Authorize/Approve Awards
	Coordinate		Prepare Performance Evaluations
	Coach/Train/Develop		Observe/Follow-Up on a Daily Basis
	Recommend Formal Training		Correct Work/Behavior Problems
	Motivate		
	Instruct/Demonstrate		
	Schedule Staff/Readjust Schedule		
<u>Organization</u>		<u>Other</u>	
	Describe Relationships Between Functions		
	Define Department/Divisional Structure		
	Establish Priorities to Meet Goals		
	Schedule Work for Employees		
	Establish deadlines		
	Implement procedures		
	Determine work methods		
	Balance multiple tasks/projects		

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Attachment D

Department Organization Chart

Instruction: Please insert an image of your department's organization chart and highlight where this Position Description falls within the chart.

