

DESERT COMMUNITY COLLEGE DISTRICT

Campus Maintenance & Security Eastern Valley Campus – Mecca/Thermal

BASIC FUNCTION

Under the direction of the Director, Education Centers, patrol, observe and check campus facilities, parking lots and adjacent areas; provide safe and secure environment for students, staff, visitors and property; enforce applicable laws and ordinances; perform a variety of custodial, grounds and maintenance tasks including cleaning of classrooms, restrooms and offices; perform general and varied grounds keeping, gardening and related grounds maintenance work; perform basic maintenance.

REPRESENTATIVE DUTIES

Security

1. Patrol District facilities and campus before, during and after regular business and school hours by vehicle and on foot. ***E***
2. Guard, check and secure doors, rooms, buildings and equipment; answer and respond to alarms and audio calls. ***E***
3. Report hazardous or unusual conditions or malfunctions observed; guard against and inspect for vandalism, illegal entry, theft and fire; maintain high visibility in assigned areas to prevent campus violations and crimes. ***E***
4. Escort unauthorized individuals from campus; identify, observe and question individuals on campus premises when their presence is questionable; contact local law enforcement officials and agencies in investigation and apprehension of persons involved in violations. ***E***
5. Take incident reports or complaints from students, District personnel and the public for further action; conduct routine investigations and write reports on incidents; take appropriate action to break up fights and other related incidents according to established procedures. ***E***
6. Receive and respond to requests for help and assistance for ill, injured or handicapped persons; administer basic first aid according to established guidelines. ***E***
7. Operate equipment such as two-way radio, patrol vehicles and other assigned equipment. ***E***
8. Turn lights on and off; lock and unlock doors manually or electronically; set and turn off intrusion alarm systems provide security services for special events; control traffic and place traffic barricades as appropriate. ***E***
9. Conduct meter and permit checks; issue parking citations as necessary.

Custodial and Maintenance

1. Clean and disinfect drinking fountains, sinks, toilets, showers and urinals; fill dispensers with towels, soap, toilet paper and others items; clean mirrors, tile and windows; dust and polish furniture and woodwork. ***E***
2. Vacuum and shampoo carpets; strip and wax, sweep, mop and scrub floors; perform major high-level cleaning of campus rooms and offices; empty and clean trash containers including wastebaskets and large outdoor trash receptacles. ***E***
3. Report broken and non-functioning restroom plumbing, electrical and other equipment that require attention from a specialist; assure proper operation of campus systems; report unusual or defective operations to appropriate personnel. ***E***
4. Replace filters and belts on air handling equipment; change light bulbs. ***E***
5. Maintain custodial and grounds keeping equipment. ***E***
6. Perform minor repairs as needed on HVAC, plumbing, and electrical systems.
7. Open and close work request using the M&O electronic work order system.

8. Make inter-campus deliveries and deliver materials between campuses; pick up and deliver mail to and from the post office; pick up parts.
9. Provide emergency cleaning and restoration services in classrooms, offices and outside areas as necessary.
10. Raise and lower flags; clean sidewalks and other outside paved areas; empty and clean trash and garbage cans; replace liners.
11. Set-up and dismantle rooms, outdoor areas and other facilities for meetings, luncheons and other special activities.
12. Request needed supplies and parts to the main campus.

Grounds and Maintenance

1. Plant, cultivate, prune, spray, fertilize and irrigate flowers, trees grass and shrubs; hoe weeds, rake leaves, sweep walks, pick up debris and other related duties as needed. ***E***
2. Mow, edge, trim, fertilize and rake lawns; irrigate and water various grounds areas by hand or by operating a sprinkler system. ***E***
3. Operate a variety of power driven equipment such as tractors, trucks, weed whips, mowers, forklifts, sweepers, earth movers, power pressure sprayers, chain saws and other equipment used in grounds maintenance work; utilize standard gardening hand tools; assure equipment is in safe operating condition. ***E***
4. Install or sod new lawns; sweep lawns, sidewalks, blacktop and other athletic facility areas; clean and wash down football stadium; aerate and fertilize turfed areas using special equipment. ***E***
5. Set-up and prepare seating, bleachers, tables and dividers for a variety of special events, such as concerts, athletic events, graduation and registration; dismantle, clean and repair fields and facilities. ***E***
6. Perform maintenance and repair of automatic sprinkler systems; reline pipe and electric clock systems as required. ***E***
7. Perform general grounds maintenance duties involved in repairing fences, mixing and pouring cement and other duties; haul sand and dirt as assigned.
8. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Methods, practices, terminology and procedures used in District public safety activities; basic State vehicle and penal codes; basic law enforcement and security methods; policies and objectives of assigned program and activities; laws, rules and regulations related to assigned activities; health and safety regulations; basic record-keeping and report writing techniques; interpersonal skills using tact, firmness and diplomacy. Basic maintenance of air handling equipment; proper safety procedures in dealing with electrical equipment and fixtures; basic plumbing tools and their application; cleaning equipment, tools, materials and supplies used in custodial work; basic methods, materials and equipment used in cleaning and preserving buildings, including painted surfaces, glass, carpeting and soft floor materials; safe work practices and procedures; operation and maintenance of power grounds equipment; proper lifting techniques.

Ability to: Patrol, observe and monitor assigned campus and District facilities, parking lots and adjacent areas; provide safe and secure environment for students, staff, visitors, and property; enforce applicable laws and ordinances; learn security procedures and utilize sound judgment in emergency situations; perform first aid and CPR activities; learn applicable District rules, regulation, policies and procedures; communicate tactfully and effectively with students, staff and the public; observe and retain names, faces and details of occurrences; oral and written communication skills; establish and maintain cooperative and effective working relationships with others; inspect and check the security of doors, windows and gates; prevent entry and report presence of unauthorized persons on grounds or in buildings; prepare reports and other information as required; operate equipment such as two-way radio, patrol vehicles and other assigned equipment; learn to interpret, apply and explain rules, regulations, policies and procedures; communicate

effectively both orally and in writing; work independently with little direction; understand and work within scope of authority; learn and apply cleaning methods and procedures; perform minor non-technical repairs; maintain classrooms, offices and other school facilities in a clean, safe and secure condition; understand and follow oral and written instructions; work confidentially with discretion; use common cleaning equipment and supplies safely and efficiently; read and write English at a level required for successful job performance; observe and report safety hazards and need for maintenance and repair; make simple arithmetic computations; run, stand or walk for extended periods of time; run or walk over rough or uneven surfaces; bend at the waist, kneel or crouch; reach overhead, above the shoulders and horizontally stand for extended periods of time.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and one year work experience in an area of security service and one year work experience performing custodial, maintenance or grounds keeping service.

LICENSES AND OTHER REQUIREMENTS

Valid Class C California driver's license and possession of or the ability to obtain a Class B California driver's license. Must have an acceptable driving record and current vehicle insurance meeting State of California requirements. Possession of or ability to obtain within the first four (4) months of employment a certificate for campus security officers which meets the training requirements Education Code Sections 38001.5 and 72330.5.

WORKING CONDITIONS

Environment: Indoor and outdoor work environment. Driving a vehicle to conduct work. Regular exposure to fumes and noise from equipment operation; dust and odors. Day, evening or variable hours.

Hazards: Contact with dissatisfied or abusive individuals. Working around and with machinery having moving parts. Exposure to chemicals used in controlling pests and weed abatement. Contact with cleaning agents and chemicals.

EMPLOYMENT STATUS

Classified Bargaining Unit

E=Essential Functions

RANGE 9

Approved 2/09; 8/2012