



Date: April 13, 2023
To: Board of Directors
From: David Aranda, Interim General Manager
Subject: Part-Time Janitor/Handyman

Recommendation

Authorize the General Manager to hire a part time janitor/handyman.

Background

The District has had an individual who has taken very good care of the park facilities in regard to janitorial and little fix it things. He will be “retiring” in June.

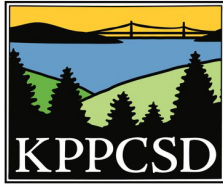
Currently the District pays \$1800 per month for a professional janitorial service to clean the Community Center on Friday, Saturday and Sunday. The District then pays Mr. Driscoll \$1400 per month to clean the other facilities not including the recreation center operated by the KCC. In addition to these services that focus primarily on janitorial work and a bit of handyman work, the District pays \$2275 per month for overall care of the Kensington Park (mowing, pruning, general maintenance) and \$225 per month for the same care at Neilson Park.

The request for a part-time employee to do janitorial and some handyman functions revolves around a few issues. First, the District must have the capability to clean facilities as needed due to the heavy use of the various facilities. This requires a person willing to take direction from the General Manager on a day by day basis. Second, with the current laws regarding “contract” work, the person we need for this job would not qualify as a contractor. The third issue is the ability for this person to assist in some of the emergency needs that the District has and that is currently relying on Fernando, who has the park maintenance contract. Fernando does an excellent job but he may not always be immediately available when needed and the District may be able to “save” some money in doing some things in house.

Based on my calculations, the cost for an employee to work between 25-30 hours per week at \$20-\$25 per hour would result in close to a break even scenario of what the District is currently paying for the contract help. That calculation is based on a 20% payroll burden at about 1400 hours per year.

Attachments

- Job Description – Part-Time Janitor/Handyman



Kensington Police Protection & Community Services District Job Description

Job Title:	Public Services Assistant	Reports To:	General Manager
Hours of Work:	Flexible – 30 Hrs. per week	Schedule:	Monday - Saturday
Location:	District Office	Travel Required:	NO
Level/Salary Range:	\$20 - \$26 per hr.	Position Type:	Part-Time
HR Contact:	General Manager	Date Posted:	
Applicant(s):		Posting Expires:	Open Until Filled

Application Accepted By:

PHONE: 510-526-4141 EMAIL: DAranda@kppcsd.org	MAIL: David Aranda, General Manager 10940 San Pablo Ave, Bldg. B, El Cerrito, CA 94530
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Job Description:

DEFINITION/SUMMARY:

Under the direction of and reports to the General Manager and is responsible for assisting in various maintenance and janitorial needs throughout the District and at the Parks and Recreation facilities.

Educational & Experience Required Qualifications:

- Knowledge and capability in the operation of construction tools and equipment.
- Possession of or ability to obtain a Valid California Driver's License and satisfactory driving record.
- Reading: Technical manuals, city maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents.
- Writing: Daily reports, Memos, and Messages.
- Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions and percentages to practical situations.
- Attention to detail in high-level concentration and extended period to ensure safety, efficiency, and productive operations.
- Judgment: Ability to work independently, prioritize work, and make decisions regarding correctly applying and implementing work procedures. Ability to define problems, collect data, establish facts, and draws valid conclusions. Ability to formulate appropriate instructions to achieve desired goals.

- Social Skills: Ability to relate cooperatively with members of the public and district personnel.
- Communicational Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand and communicate with others. Ability to communicate all hand signals related to construction operations.

Environmental Demands:

- Outside: Works frequently in various weather conditions ranging from snow to +100°F.
- Inside: Occasionally works indoors in a temperature-controlled environment.
- Fumes/Gases: Exposure to fumes from construction equipment and dust from construction operations.
- Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.
- Repetition: Minimal repetitive work.