

CUSTODIAN

DEFINITION

To perform a full range of custodial work in the care, maintenance, and cleaning of City buildings and facilities.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Senior Custodian in that the latter performs advanced journey level work and provides technical and functional supervision to assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Custodian Supervisor and receives technical and functional supervision from the Senior Custodian.

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

Clean and sanitize restrooms and related fixtures including sinks, urinals, toilets, and shower stalls; unclog toilets and drains as needed.

Clean and maintain rooms, hallways, lobbies, lounges, corridors, elevators, stairways, locker rooms, and jail cells.

Sweep, vacuum, mop, wax, strip/refinish, and polish floors; clean rugs, carpets, upholstered furniture, and draperies/blinds.

Move and arrange furniture and equipment; dust and polish furniture, woodwork, fixtures, and equipment such as telephones, computers/screens, and work cubicles.

Wash windows and walls; dust and clean desk and countertop surfaces; empty and clean waste receptacles; transport trash and waste to disposal area.

Provide basic set up and take-down of rooms/facilities for meetings, classes, and events.

Regulate ventilation and temperature in rooms/facilities; clean air vents; replace light bulbs and adjust shades and blinds.

Restock restrooms and lunch areas with supplies such as paper towels, toilet paper, napkins, and soap.

Custodian

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Pick up and dispose of papers and debris; remove graffiti from buildings as needed.

Maintain custodial supplies needed to perform the work; maintain and operate electrical and battery powered extractors, scrubbers, buffers, vacuums and other related cleaning/maintenance equipment.

Lock and unlock buildings/rooms; set, disarm, and reset security alarms.

Report safety issues and maintenance/repair matters requiring further attention and maintenance.

Provide activity oversight to Court work-release program participants, as assigned.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Methods, materials, and equipment used in a full range of custodial work.

Safe work practices, including use and filing/maintenance of Material Safety Data sheets (MSD).

Basic arithmetic, including addition, subtraction, multiplication, division, and calculation of percentages.

Basic principles and practices of record keeping.

##### Ability to:

Independently perform custodial duties in cleaning and caring for a variety of City buildings and facilities.

On a continuous basis, know and understand operations and observe safety rules; intermittently analyze problem situations and/or equipment; identify and locate custodial maintenance issues; interpret work assignments; remember tasks and daily assignments; and explain custodial maintenance issues to other staff.

Intermittently, sit while preparing reports; bend, squat, climb, kneel and twist when performing custodial duties; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Keep records of work performed, supplies used and/or purchased; determine correct volume/amount of various cleaning/maintenance solutions.

Perform duties safely and use appropriate sanitary methods.

Work regular shifts as assigned; may be assigned to on-call, call back, and/or emergency schedules that include evenings, weekends, and/or holidays.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of custodial experience in a public or private sector environment.

Training:

Equivalent to completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

05-12-07

02-03-04

04-14-99

10-08-97

01-06-95

10-16-90

10-01-88 Custodian

07-01-79 Janitor

10-30-73

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