

Custodian

Purpose of the role:

Under general supervision, performs general custodial maintenance duties related to cleaning and maintaining assigned buildings, facilities and adjacent grounds; sets up and removes tables, chairs, and equipment for special events, meetings, and activities; and performs related duties as required.

Distinguishing Characteristics:

Incumbents in this class perform custodial duties associated with the cleaning of assigned buildings and facilities. This class is distinguished from the higher classification of Custodial Crew Leader by that position's responsibility for leading, scheduling, assigning and inspecting the work of custodial crews.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Performs general custodial duties in cleaning and maintaining assigned area; cleans, sanitizes, and maintains assigned buildings, offices, and restroom facilities; maintains proper standards of cleanliness in assigned areas.
- Sweeps, mops, scrubs, strips, seals, waxes, buffs, and polishes floors; vacuums and shampoos rugs and carpets; operates equipment such as floor buffers, polishers, power washing units and vacuum cleaners.
- Dusts and polishes furniture, woodwork, counters, desks, tables, fixtures, walls, and office equipment.
- Empties, cleans and lines waste receptacles and disposes of trash; collects paper, cans, and bottles for recycling.
- Washes doors, windows, walls, ceilings, Venetian blinds and furniture.
- Cleans and disinfects restrooms; replenishes and maintains restroom supplies including to refill soap, paper, and other sanitary dispensers; cleans and polishes metalwork such as door panels and hand railings.
- Cleans lighting fixtures and replaces light bulbs and fluorescent tubes.
- Moves, rearranges, and sets up office furniture and equipment for special events, meetings, and activities; performs tear down duties after events.

- Opens assigned doors and gates during business hours.
- Closes windows, turns off lights, and locks doors to secure buildings; reports unauthorized persons and other security problems.
- Picks up paper and sweeps and washes areas around municipal buildings.
- Maintains equipment and materials in proper condition; reports the need for maintenance and repair.
- Keeps basic records of work performed including time sheets.
- Observes safe working practices, including maintaining storage areas in a safe condition; corrects or reports any safety or fire hazards.
- Uses a wide variety of tools, equipment and supplies in a safe and effective manner; follows label instructions to mix and dilute cleansers, disinfectant and stripping agents to ensure proper strength for use.
- Maintain current knowledge of new methods, materials, tools, and equipment used in custodial and general building maintenance work.
- Replaces, raises and lowers flags.
- Drives City vehicle to deliver mail, library books, janitorial supplies, household hazardous waste, and items, as needed, to various locations in the City or, on occasion, outside City limits.
- Completes minor paint touch-ups.
- Utilizes work order maintenance software for initiating, documenting, and completing work orders.
- Performs basic general maintenance work using hand tools.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

***Desired
Minimum
Qualifications:***

Knowledge of:

- Methods, materials, tools, and equipment used in custodial and general building maintenance work.
- Methods and techniques of cleaning and preserving floors, furniture, walls, and fixtures.
- Use and minor maintenance of hand and power tools and equipment used in janitorial work.
- Operational characteristics of cleaning equipment and materials.
- Safe use of cleaning chemicals.
- Proper methods of storing equipment, materials, and supplies.
- Proper lifting techniques.

- Occupational hazards and standard safety practices.

Ability to:

- Perform all types of custodial and routine maintenance tasks.
- Clean and care for an assigned area and equipment.
- Operate a variety of equipment and use a variety of tools in a safe and effective manner.
- Safely and effectively use and apply cleaning materials and supplies.
- Read and understand chemical labels and decals.
- Use and monitor the need for a variety of custodial equipment and materials.
- Complete assignments independently without immediate supervision.
- Learn and apply new information or new skills.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Safely use 8 foot ladder to replace light bulbs, and perform basic building maintenance and cleaning.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Team Builder
- Results Oriented
- Customer Focused
- Accountable
- Technically Knowledgeable

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

Education/Training:

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

***Education and
Experience
Guidelines:***

Experience:

Some custodial experience is desirable.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

***Physical and
Environmental
Conditions:***

Physical: Sufficient physical ability to work primarily indoors performing the full range of custodial duties; sit, stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement; lift, carry and push tools, equipment, furniture

and supplies weighing up to 50 pounds and move up to 100lbs; climb ladders, use power and noise producing tools and equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Indoor environment; occasionally works outdoors and is exposed to inclement weather conditions; travel from site to site; exposure to noise, dust, fumes, air contaminants, grease, and cleaning agents.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

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