

CUSTODIAN

DEFINITION

Under supervision, performs routine custodial and minor building maintenance work in the upkeep and operation of City-owned and leased buildings and facilities.

SUPERVISION RECEIVED/EXERCISED

Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Custodian is the working level class in the Custodian series. Incumbents perform routine custodial duties in public buildings and facilities. This class differs from Senior Custodian in that incumbents of that class provide lead direction to subordinate employees. Incumbents may be required to work any shift, weekends, and holidays, and may work independently or as a member of a work crew.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

(may include, but are limited to, the following:)

Sweeps, vacuums, mops, strips, seals, refinishes, and polishes floors; washes walls, woodwork, and window blinds; moves furniture; operates power cleaning, carpet cleaning, and buffing equipment; empties waste baskets and ashtrays; performs high and low dusting.

Picks up litter and sweeps sidewalks around public buildings.

Washes windows and showcases; changes lighting lamps.

Cleans restrooms and replenishes supplies; dislodges obstructions in lavatory, toilet, and urinal drain lines; makes minor repairs to toilet flush valves and water faucets.

Uses industrial strength cleaners, sanitizers, deodorizers, disinfectants, polishes, waxes and other materials which require special handling.

Arranges, removes, and stores chairs, tables, equipment, and staging required for meetings, examinations, and banquets.

Assists in the operation of heating and cooling equipment used in buildings; adjusts heating and air conditioning thermostats; may be required to reset temperature controls after power failures. May assist in searches of public buildings in the event of bomb threats or other potential hazards.

May perform building security functions in conjunction with custodial duties, including security patrols, locking and unlocking exterior and interior doors, and the arming and disarming of electronic security devices.

May assist in crowd control as needed.

Operates automotive vehicles and light automotive equipment to transport supplies and materials to various work locations.

Operates various equipment, such as, riding scrubber, concrete riding scrubber, vacuum and shampooing machinery.

Turns lights off in unused areas in accordance with the energy conservation program.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Cleaning supplies, materials, methods, and procedures used in custodial work and minor maintenance of large buildings, equipment, and facilities.

Department rules, regulations, and procedures.

Occupational hazards and safety precautions of the trade.

Ability to:

Work around people and/or objects with little or no disruption to customers.

Perform custodial and minor building maintenance work.

Remain calm during elevated levels of stress created by surroundings and/or public.

Be aware of close surroundings while working, to ensure public safety.

Establish and maintain effective working relationships.

Understand and complete simple check lists, supply forms, product labels, material safety data sheets, report forms, and related paperwork.

Read and write English at the level necessary to complete simple report forms and to make simple computations.

Understand and follow oral and written instructions.

Skill in:

Use and care of hand and power tools and cleaning, carpet cleaning and buffing equipment used in custodial work and minor maintenance of large buildings, equipment, and facilities.

MINIMUM QUALIFICATIONS

One year of continuous, full-time paid experience performing janitorial or custodial work.

Necessary Special Requirements:

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 09/01/2011

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