

SENIOR CUSTODIAN

DEFINITION

Under general supervision, provides lead direction to an assigned crew, and performs custodial and minor building maintenance work in the upkeep and operation of City facilities.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Custodial Supervisor.
No supervision exercised.

DISTINGUISHING CHARACTERISTICS

Senior Custodian is an advanced working/lead class. Incumbents perform custodial and minor building maintenance work, inventory and order supplies, provide lead direction and training to subordinate employees, and assist in preparing written reports on their performance. Senior Custodian is distinguished from Custodian in that the latter is the working level class and incumbents are not responsible for providing lead direction to other employees.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to the following :)

Provides lead direction and training to subordinate employees in the performance of custodial duties; may provide input for performance evaluations and disciplinary actions.

Sweeps, vacuums, mops, waxes, and polishes floors; washes walls, woodwork, and blinds; moves furniture; operates power cleaning and buffing equipment; shampoos and removes stains from carpets; empties wastebaskets and ashtrays.

Washes windows and showcases; polishes brass; changes lighting lamps, starters, and fuses.

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

Inventories and orders cleaning materials and supplies in accordance with prescribed procedures.

May assist skilled and semi-skilled workers in a variety of building maintenance and repair tasks.

Participates in the assembly, disassembly and relocation of office furnishings; arranges, removes, and stores chairs, tables, and equipment required for meetings and examinations.

Assists in maintaining building security; may assist in crowd control or searches of public buildings in the event of potential hazards or bomb threats.

Operates light automotive equipment to transport personnel, supplies, and materials to work locations.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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

Basic methods and procedures used in training, and leading subordinates.

Methods and machines used in carpet and hard floor care.

Department rules, regulations, and procedures.

Safety hazards and precautions in the trade.

Skill to:

Use and care for equipment, tools, materials, and procedures used in the performance of custodial work and minor maintenance of large buildings, equipment, and facilities.

Ability to:

Ability to perform custodial and minor building maintenance work.

Ability to train, lead, and review the performance of subordinates.

Ability to establish and maintain effective working relationships with co-workers, tenants, subtenants, contractors and the general public.

Ability to follow oral and written instructions.

Ability to understand and use simple check lists, supply forms, report forms, and related paperwork.

Ability to read and write English at a level necessary to complete simple report forms and to make simple computations.

MINIMUM QUALIFICATIONS

One year of experience equivalent to that gained as a Custodian with the City of Fresno.

Special Requirements:

Depending upon assignment, eligibles certified for consideration for hire will be required to successfully pass an extensive background investigation and Department of Justice fingerprinting process before being eligible for hire.

Possession of a valid Driver's License at time of appointment. Possession of a valid California Driver's License is required within sixty (60) days of appointment.

APPROVED: _____
Director of Personnel Services

DATE: _____

TJ:ar:12/03/2013