

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

Receives supervision from a Manager or designee. 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.

Depending on assignment, incumbents may work in departments that interact with animals, such as the Animal Center or Airports Department. Incumbents assigned to these departments will be exposed to a working environment with animals (primarily dogs and cats) which may lead to possible exposure of unpleasant odors and noises, allergens, interactions with animals, and possible exposure to zoonotic diseases.

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.

Assists in searches of public buildings in the event of bomb threats or other potential hazards.

Performs 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.

Assists in crowd control as needed.

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

Operates various equipment, including but not limited to, riding scrubber, concrete riding scrubber, vacuum, shampooing machinery, and blower.

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

Depending on assignment in departments that interact with animals, incumbents may be required to assist in cleaning and disinfecting kennel areas, food dishes and equipment.

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.

Safe work practices related to animal handling and care including the use of equipment.

Skill/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.

Use and take 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

Education:

Possession of a High School Diploma or equivalent GED completion.

Experience:

Six (6) months of paid experience performing janitorial or custodial work.

Special Requirement(s):

Possession of a valid California Class C Driver's License may be required at time of application and continued maintenance throughout the entire term of employment in this classification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that are necessary to safely, effectively, and efficiently perform the essential functions of this job with or without reasonable accommodation.

This classification's physical demands involve medium work exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical demands may be required: balancing, climbing, crawling, crouching, feeling, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking.

APPROVED: Signature on File
Director of Personnel Services

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