



Position Description

CUSTODIAN /II

DEFINITION

Under direct supervision of the Field Supervisor, performs a variety of skilled and unskilled tasks and physical labor in the custodial care and maintenance of City buildings.

SUPERVISION RECEIVED

Works under the direct supervision of the Field Supervisor.

SUPERVISION EXERCISED

None generally. May supervise temporary or contract employees and/or community service workers. A Custodian may provide lead direction.

DISTINGUISHING CHARACTERISTICS

Custodian I - This is the entry-level custodial position. This position is distinguished from Custodian which is a journey level position in which the Custodian II exercises greater independence and initiative in the performance of his/her duties and may supervise Custodians on a limited basis. Requirements may include working evening and weekend hours and require response to emergency situations.

Custodian II - This is the advanced journey level custodial position. This position is distinguished from Custodian I which is the entry level position because the Custodian II exercises greater independence and initiative in the performance of their duties and may supervise Custodian 's and/or other designated staff on a limited basis. Requirements may include working evening and weekend hours and require response to emergency situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Changes light bulbs and fluorescent tubes, including ballasts.

Sweeps, vacuums, mops, dusts, shampoos, steam cleans, strips, waxes, polishes, and buffs floors, carpets, and furniture, etc.

Dumps ash cans and garbage and relines cans with liners; handles recycle material.

Cleans and sanitizes restrooms and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.

Washes windows, walls, metal and woodwork.

Cleans rain gutters; sweeps roofs and sidewalks.

Picks up litter from around buildings and grounds.

Performs minor semi-skilled interior building maintenance and repairs such as painting, repair of floor covering, plumbing, carpentry, electrical, mechanical, and other unskilled and semi-skilled trades work.

Inspects and maintains assigned custodial equipment and small tools for proper operating condition.

Opens and closes, locks and unlocks facilities as needed.

Keeps records of work completed, including maintenance service logs.

Maintains current skills and knowledge in the proper and safe techniques of building maintenance.

Provides excellent customer service to those individuals the employee interacts within performance of duties.

PERIPHERAL DUTIES

May serve on various employee committees, as required and assigned.

Arranges furniture, pictures, meeting set ups, etc. as needed and assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Equipment, materials and supplies used in building and grounds maintenance; equipment and supplies used to do minor repairs; some knowledge of first aid and applicable safety precautions.

Ability to:

Work independently and to complete daily activities according to work schedule; lift heavy objects, walk and stand for long periods of time; communicate orally and in writing; use equipment and tools properly and safely; understand and follow written and oral instructions; establish effective working relationships.

Skill in:

Operation of listed tools and equipment.

EDUCATION AND EXPERIENCE

Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

Custodian I

Graduation from High School or possession of GED.

Custodian II

Graduation from High School or possession of GED. A minimum of two (2) years previous custodial work experience.

SPECIAL REQUIREMENTS

Possession of and ability to maintain a valid California Drivers License.

TOOLS AND EQUIPMENT USED

Floor buffers, steam cleaners, carpet cleaners, washers, vacuum, mops, broom, dusting and related equipment, small hand and power tools, and motor vehicle.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually quiet during indoor night shift operations. Noise level may increase when operating certain equipment.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change in accordance with applicable MOU provisions.

Effective Date: August 25, 2009

Resolution Number: 2009-94

Revision History: