

**City of San Rafael
Job Class Specification**

Job Title: Custodian

SUMMARY

Under direct supervision, performs routine cleaning duties in maintaining facilities centers, provides direction to facility assistants, and provides general information in response to inquiries. Perform other related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Sweeps, mops, oils/waxes and polishes floors.
- Dusts and polishes woodwork, fixtures and equipment.
- Washes windows, walls and lavatories.
- Empties and cleans wastebaskets and trash containers.
- Provides lead direction to part-time/seasonal custodial aides and facility attendants.
- Works at the front desk performing reception duties in relief of other staff members.
- Moves and set up chairs and tables
- Cleans and polishes lighting fixtures, surfaces, and trim.
- Cleans rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, and locker rooms and other work areas.
- Sweeps, scrubs, waxes, and polishes floor.
- Cleans rugs, carpets, upholstered furniture, and draperies.
- Empties waste baskets. Transports trash and waste to disposal area.
- Replenishes bathroom supplies. Replaces light bulbs.
- Transports small equipment or tools between departments. Delivers messages.
- Performs related duties as required.

KNOWLEDGE OF:

- Methods, materials and equipment used in the maintenance of buildings and grounds.
- Written and spoken English.

ABILITY TO:

- Use a variety of cleaning equipment and materials.
- Communicate effectively orally and in writing in English.
- Follow written and oral directions.
- Work cooperatively with others.
- Work evenings, weekends and some holidays.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Graduation from an accredited high school or equivalent. Able to read and write English. Some custodial experience preferred.

Special Requirement:

Must be able to work evenings, weekends and some holidays.

LANGUAGE SKILLS:

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, talk or hear, and taste or smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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 regularly works in evenings or weekends and inside environmental conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to outdoors weather conditions. The noise level in the work environment is usually quiet.

FLSA Status:	Nonexempt
Prepared By:	Nash and Company, Inc.
Prepared Date:	January 2001
Approved By:	City of San Rafael
Approved Date:	October 2001