



Custodian

Summary

Perform custodial, cleaning and basic maintenance duties in assigned city facilities and adjacent grounds.

Class Characteristics

General supervision is provided by the Director; responsibilities may include the indirect supervision of support staff.

Essential Duties, Skills and Demands of the Position

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:

Sweep, mop, scrub, and polish floors.

Sweep, vacuum, and spot clean carpets; shampoo carpets as assigned.

Dust and polish furniture and woodwork.

Empty, clean, and line waste receptacles and dispose of trash.

Wash doors, windows, walls, ceilings, blinds, and furniture; polish metalwork.

Clean and disinfect restrooms and kitchen areas; restock restroom supplies as necessary.

Clean lighting fixtures; replace light bulbs, and fluorescent tubes.

Move furniture and equipment for activities and store such after activities are completed; set up audio-visual equipment, chairs, tables and other equipment for meetings and store afterwards.

Report the need for maintenance and repair; make minor repairs as required.

Close windows, turn off lights, and lock doors to secure the City facilities; clean trash from grounds surrounding buildings.

Maintain equipment and material in proper condition; keep basic records of work performed, timesheets, etc.

Observe safe-working practices, including maintaining storage areas in a safe condition; notify supervisor of the need for equipment repair; correct or report any safety or fire hazards.

Follow label instructions to mix and dilute cleansers, disinfectants, and stripping agents to ensure proper strength for use.

Use a variety of tools, equipment, and supplies.

Report unauthorized persons and other security problems.

Deliver and pick up materials from various City offices.

Perform related duties as assigned.

Skills/Abilities:

Understand and follow written and oral instructions.

Complete assignments independently without immediate supervision.

Make minor repairs and performing basic painting of facilities.

Maintain basic records of work performed.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl; and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be able to perform heavy physical labor, including having sufficient strength to lift and carry tools and materials weighing up to 90 pounds. While performing the duties of this job the employee is occasionally exposed to outside weather conditions, wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment may be moderate to loud depending on working conditions.

Qualifications

Knowledge of:

Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.

Use and minor maintenance of hand and power tools and equipment used in custodial and basic building maintenance work.

Safety practices and equipment related to the work.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

Six months of experience in janitorial or custodial work.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Must be willing to work evening shifts, standby, and overtime as necessary.

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Established: 03/90
Resolution #:
Revised: 06/30/06
Department: Various
FLSA Status: Non-Exempt