



Custodian

Department/Division:	Public Works/Building Maintenance
Reports To:	Maintenance Services Supervisor
Provides Direction To:	Not applicable
Exemption Status:	Non-exempt
Date Prepared:	December 8, 2006

GENERAL PURPOSE

Under general supervision, performs routine cleaning and basic maintenance involving City buildings; sets up facilities; requests and replaces supplies; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS

The duties listed below 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 class.

1. Dusts and cleans furniture and surfaces; empties wastebaskets.
2. Sweeps, dusts, and vacuums floors; strips, washes, and waxes flooring.
3. Cleans and maintains restroom facilities; replaces supplies such as soap and paper products.
4. Vacuums and shampoos carpeting.
5. Washes and polishes windows, mirrors, and metal surfaces.
6. Operates floor cleaners, buffers, and related equipment and maintains in proper working order.
7. Washes and polishes windows, mirrors, and metal surfaces.
8. Performs minor maintenance such as replacing light bulbs.
9. Keeps custodial closet organized; fills out work order requests and supply forms to purchase cleaning supplies.
10. Assists rooms for classes and special events.

ESSENTIAL FUNCTIONS (continued)

11. May perform minor plumbing maintenance on bathroom facilities, such as unclogging toilets and tightening loose fixtures.
12. May transport meals to City Council on meeting nights.

QUALIFICATIONS GUIDELINES

Knowledge of:

Modern and efficient custodial methods and cleaning techniques; appropriate chemical solutions and their proper use, mixing techniques, and disposal; proper use of safety equipment.

Ability to:

Safely operate custodial equipment; read, follow, and understand safety rules and procedures; read and adhere with warning labels on cleaning chemicals; properly use, store, and dispose of cleaning supplies; follow written or verbal instructions; work independently without close supervision; operate and maintain all custodial equipment; establish and maintain effective working relationships with co-workers and the public.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy.

Education/Training/Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent, and one year of custodial experience, including building and equipment maintenance.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is required to frequently walk and stand in work areas. The employee is expected to stoop, squat, and to access cleaning areas; and lift and carry cleaning supplies, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee must be able to use written and oral communication skills; follow policies and procedures; use basic math; and interact with City staff and the public.

ENVIRONMENTAL ELEMENTS

The employee frequently works indoors and is exposed to cleaning solutions and chemicals, dust, and wetness. The employee must have the ability to travel to different custodial sites and work on different shifts, as needed. The noise level is typically quiet or moderately quiet except when the employee is operating power equipment.