

CUSTODIAN

DEFINITION

To perform a variety of custodial / janitorial duties in assigned buildings in the County.

DISTINGUISHING CHARACTERISTICS

This is an entry level classification in the Custodian series. It differs from that of Lead Custodian in that the Lead Custodian provides direction to a crew of workers in addition to performing typical custodian assignments. Because the Custodian class is typically used as an entry training class, employees may have only limited or no directly related work experience.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Lead Custodian or other higher-level supervisory and management staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Keeps an assigned building and surrounding area clean on a daily, weekly and monthly schedule as directed.

Performs general custodial duties, including but not limited to sweeping, mopping, buffing and polishing floors; vacuuming and shampooing carpets; spot cleaning carpets; cleaning and sanitizing restrooms; cleaning / dusting furniture, appliances and other surfaces; polishing furniture and other wood surfaces; cleaning glass windows and doors; cleaning metal surfaces; emptying ash trays and trash cans, etc.

Replaces light bulbs and fluorescent bulbs.

Performs exterior cleaning duties, including but not limited to cleaning / sweeping exterior walkways, porches, steps, etc.; removing trash and debris; cleaning door mats; washing exterior windows; removing cobwebs, etc.

Monitors and refills cleaning and paper supplies.

Removes graffiti, gum, and other hard-to-remove objects as needed.

Secures doors and windows; turns lights on/off.

Reports building maintenance and repair needs to appropriate staff person(s).

Moves and arranges furniture as needed.

Custodian
Rev.- 01/01/06
Rev.- 01/01/07
Rev.- 07/01/07
Rev.- 01/01/08
Rev.-07/01/11

M.O. #8-1/04/06
M.O. #19b-1/4/07
M.O. #19b-1/4/07
M.O. #19b-1/4/07
M.O. #11-7/5/11

Maintains assigned equipment and tools.

Performs related work as assigned.

QUALIFICATIONS:

Knowledge of:

Methods, materials and equipment used in custodial work.

Safe methods of using equipment and handling chemicals used in the performance of work.

Ability to:

Learn, understand and apply pertinent county policies and procedures.

Understand and follow written and oral instructions.

Provide lead supervision and training to a custodial/janitorial crew.

Operate a variety of equipment and tools used in custodial work.

Use cleaning equipment / chemicals in a safe manner.

Climb ladders to reach various heights for cleaning.

Communicate effectively with co-workers and the public.

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

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some janitorial/custodial experience is desirable.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

LICENSE OR CERTIFICATE: Must possess a valid California driver's license.

Physical Demands

Must possess mobility to work in a standard maintenance setting and use and operate a variety of tools, power tools, equipment and machinery; to operate a motor vehicle and drive on surface streets; to identify mechanical issues, to identify and locate parts and repair tools/equipment, strength, stamina and mobility to perform medium to heavy physical work; vision to read printed materials; and hearing and speech to communicate in person and over the telephone. The job involves walking and working on slippery or uneven surfaces. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 100 pounds occasionally, and up to 40 pounds daily, as necessary to perform job functions.

WORKING CONDITIONS

Employees work in a variety of buildings and grounds environments and may be exposed to loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and/or electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and/or moving parts, and moving objects or other vehicles at any given time. Employees may interact with upset staff when trying to diagnose and/or resolve an equipment related problem. Employees may be required to work on evenings, weekends, and holidays and participates in after-hours emergency response and on-call and callback assignments.
