



JULY 2016  
FLSA: NON-EXEMPT

## BUILDING CUSTODIAN

### **DEFINITION**

Under general supervision, performs the full range of custodial and janitorial duties related to the care, routine maintenance, and cleaning of City buildings and facilities; moves furniture and equipment to set up for meetings, activities, and functions; interacts with and provides basic information and assistance to the public; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Custodial Services Supervisor or assigned supervisor. Exercises no supervision of staff. May provide technical and functional direction to new or assigned staff.

### **CLASS CHARACTERISTICS**

This is the journey-level class in the Building Custodian classification series responsible for performing the full range of custodial duties required to ensure that City buildings and facilities provide the highest level of safety for public and staff use. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is often performed in an assigned area and may involve working around other City staff and/or the public, depending upon assignment. This class is distinguished from the Custodial Services Supervisor in that the latter is responsible for direct and general supervision over custodial staff.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (ILLUSTRATIVE ONLY)**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs various custodial duties, including sweeping, mopping, vacuuming, dusting, and polishing stairways, floors, patios, and other surfaces to ensure that City buildings and facilities provide the highest level of safety for public and staff use.
- Wet mops stairways and floors; strips, waxes, buffs and polishes appropriate floor surfaces; vacuums and shampoos carpeted surfaces; vacuums other upholstered surfaces; spot cleans as necessary.
- Cleans and sanitizes restroom facilities and fixtures including sinks, urinals, and toilets; replenishes supplies in restrooms.
- Cleans and sanitizes countertops, table tops, furniture, exercise equipment, wheelchairs, hand railings, etc.; waxes furnishings as needed.
- Dusts furniture, window blinds, baseboards, walls, window frames, picture frames, bookshelves, office and other equipment and other surfaces as needed.
- Washes windows, glass doors, mirrors and other glass surfaces.
- Empties wastepaper baskets and replaces liners.
- Replace light bulbs and performs other minor building maintenance tasks.
- Assists in stocking and maintaining adequate inventory of custodial supplies.
- Locks and secures offices, buildings, exit doors and garage gates.
- Maintains assigned equipment and vehicle.

- Prepares and submits work records as required.
- Interfaces with the public in a non-disruptive manner; answers questions and provides standard information to the public if working in a public facility.
- Performs all duties in accordance with policies, procedures, regulations and standards of quality and safety.
- Performs other duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of**

- Methods, materials, and equipment used in custodial work, and basic and preventative building maintenance.
- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.
- Basic facility maintenance techniques and materials.
- Basic principles and procedures of record keeping.
- Safe work methods and safety practices pertaining to the work.
- Safe driving rules and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

#### **Ability to**

- Use and operate a variety of custodial equipment, including high-pressure washer, vacuum cleaner, wet/dry vacuum, carpet extractor, buffer, mop, and broom.
- Clean and care for assigned areas and equipment.
- Learn, understand and apply pertinent policies, rules, procedures, and regulations.
- Understand and follow written and oral instructions.
- Perform general custodial duties safely and properly.
- Use cleaning products, chemicals and custodial equipment safely and properly.
- Learn to operate floor maintenance equipment.
- Select appropriate devices for various custodial duties.
- Maintain basic records.
- Effectively communicate with others.
- Organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE**

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

- Equivalent to the completion of one (1) year of general work experience, preferably in janitorial or custodial work.

### **LICENSES AND CERTIFICATIONS**

Possession of, or ability to obtain, a valid California class C driver's license by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in various City buildings and facilities; to operate a motor vehicle and to visit various City sites; vision to read printed materials; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, and reach to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in buildings and facilities and are occasionally exposed to loud noise levels, controlled temperatures, and exposure to cleaning materials and chemicals.

**WORKING CONDITIONS**

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.