



**JUNE 2017**  
**FLSA: NON-EXEMPT**

## **CUSTODIAN**

**HOURLY PAY RANGE: \$11.24-\$13.67**

### **DEFINITION**

Under general supervision, performs the full range of custodial duties related to the care, routine maintenance, and cleaning of assigned buildings and facilities; moves furniture and equipment ensure thorough cleaning; 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 Maintenance Supervisor. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This classification performs the full range of duties required to ensure that District buildings and facilities provide the highest level of safety for public and staff use. Work is often performed in an assigned area and may involve working around other District staff and/or the public, depending upon assignment. This class is distinguished from other maintenance classes in that the latter perform semi-skilled to skilled maintenance work in a specified area, such as buildings and facilities, while the duties of this class are more related to the custodial function.

### **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 to ensure that District buildings and facilities provide the highest level of safety for public and staff use.
- Washes windows, mirrors, and walls.
- Dusts and polishes furniture, woodwork, fixtures, and equipment.
- Cleans and sanitizes locker rooms, showers, and restroom facilities and fixtures including sinks, urinals, and toilets; replenishes supplies in restrooms.
- Sweeps, vacuums, mops, waxes, strips, and polishes floors; vacuums and shampoos carpets.
- Cleans furniture and counter tops.
- Empties, cleans and sanitizes waste receptacles.
- Performs preventative maintenance and minor maintenance and adjustments on equipment, appliances, facilities, and buildings, including replacing light bulbs and cleaning air vents.
- Identifies and reports building maintenance needs to appropriate staff.
- Interfaces with the public in a non-disruptive manner; answers questions and provides standard information to the public if working in a public facility.
- Observes safe working practices, including maintaining storage areas in a safe condition.
- Maintains records of maintenance and cleaning activities; maintains inventory of equipment and supplies.
- Assists groups using facilities as requested; may explain or enforce facility rules.

- 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.
- Use and minor maintenance of hand and power tools and equipment used in custodial work.
- Basic facility maintenance techniques and materials.
- Basic principles and procedures of record keeping.
- Safe work methods and safety practices pertaining to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District 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.
- Perform basic and preventative electrical, carpentry, plumbing, and painting maintenance and repair duties.
- Travel to different sites and locations.
- Meet and deal tactfully and effectively with the public.
- Use a variety of small hand tools.
- Maintain basic records.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- 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 the twelfth (12th) grade, and one (1) year experience in the cleaning and maintenance of buildings.

### **Licenses and Certifications:**

- None.

## **PHYSICAL DEMANDS**

Must possess mobility to work in various District buildings and facilities; strength, stamina, and mobility to perform medium physical work, operate varied hand and power tools and related equipment; vision to

read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. 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, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

