

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Building Maintenance Custodian
ALLOCATION: Administrative Services
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: March 1996
REVISED: May 2013

JOB SUMMARY:

Under general supervision, maintain cleanliness of County buildings and adjacent grounds; maintain security of premises; and perform related work as assigned.

This is the entry level classification in the custodial series.

CLASS CHARACTERISTICS:

This position reports directly to Custodial Supervisor. This class is distinguished from the Custodial Supervisor in that the latter exercises direct supervision of an assigned work unit. Incumbents in this class perform basic cleaning of buildings.

EXAMPLES OF DUTIES: (All responsibilities may not be performed by all incumbents)

Essential:

- Monitor building security and safety by performing such tasks as locking doors after operating hours, closing windows, turning off lights and checking electrical appliances to ensure that hazards are not created.
- Collect trash inside and outside of the building; clean and line waste receptacles; dispose of trash and recyclables; remove bio-hazardous waste from temporary holding containers.
- Clean restrooms, sweep, mop floors, change dispensers, and disinfect all areas.
- Clean building floors by sweeping, mopping, scrubbing, and/or polishing them; vacuum mats, carpets and spot clean carpeted areas; deep clean carpeting using a variety of carpet cleaning equipment.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Strip, seal, finish, and polish floors; clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dust all surfaces, including shelves, counters, window blinds and similar fixtures; dust and polish furniture and woodwork; clean lighting fixtures which may include changing tubes or bulbs.
- Notify manager concerning the need for major repairs or additions to building operating systems.
- Respond when called upon to clean up spills, flooding or other emergencies.
- Maintain the custodial supply area in a clean and orderly manner; requisition of supplies and equipment needed for cleaning and maintenance duties; pick up and deliver materials which may include lifting and moving furniture, equipment, and supplies.
- Set up, arrange, and remove decorations, tables, chairs, and ladders, to prepare facilities for events such as banquets and meetings.
- Perform basic grounds maintenance work such as watering plants; blow or sweep walkways and sidewalks.
- Respond to inquiries and provide standard information to the general public and County staff members as needed; read, create, and reply to email on county issued computers.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations, including following label instructions to mix and dilute cleansers, disinfectants and other materials to ensure proper strength for use.
- May drive a motor vehicle to various worksites.
- Adjust, clean and perform minor maintenance on custodial equipment.
- May keep basic records of work performed.

EMPLOYMENT STANDARDS:

Knowledge of:

- Basic methods, materials, tools, and equipment used in custodial work.
- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools and equipment.
- Safety and safe work practices related to custodial work.
- Protective wear and equipment used in performing custodial work involving harsh or toxic substances.
- Proper removal of bio-hazardous waste.
- Basic techniques for dealing with the public.
- Basic computer applications related to the work including using log-in passwords, and managing an email account.

Skill in:

- Performing custodial and basic building maintenance work in and around public facilities effectively.
- Understanding and following written and verbal instructions.
- Making verbal and written reports on work activity; operating motorized equipment with skill and safety and making minor repairs.
- Working without close supervision in standard work situations.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Clean and maintain buildings and facilities.
- Understand and carry out oral and written directions.
- Learn basic record keeping practices.
- Meet approved minimal physical and medical standards.
- Demonstrate physical endurance, agility, and strength necessary to perform heavy manual labor.
- Perform work from heights; use ladders or aerial equipment.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity to reach and sufficient use of hands, arms and shoulders to grasp and manipulate small objects; and the ability to sit or walk for prolonged periods of time.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects, lifting 50-75 pounds.
- Perform work such as washing windows using ladders and other equipment.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- May be required to work around loud noise.
- May be required to work around moving mechanical parts.
- Work weekends, holidays, evenings or irregular work shifts.
- Work is performed in a normal office environment with some exposure to outdoor temperatures or dirt and dust.
- While performing the essential functions of this position the employee is occasionally exposed to fumes or airborne particles, risk of electrical shock, and toxic or caustic chemicals.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.
- Must be at least 18 years of age.

Education and Experience:

MINIMUM: Equivalent to graduation from high school and one year of custodial experience.

Candidates with strong experience who lack the educational component are encouraged to apply.

PREFERRED: In addition to the minimum, additional years of custodial experience in a public agency.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Admin Services Approval: Doug McCoy
Date:

EEOC: H
WC: 9420

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____