

CUSTODIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, to perform janitorial maintenance of Community Center, Swim Center, Senior Center, clubhouses, parks, and restroom facilities for Recreation Department.

DISTINGUISHING CHARACTERISTICS

There are both full-time and part-time positions within this classification and the work conducted is specifically for the Recreation Department and facilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Adult Programs Supervisor.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Sweep, dry mop and wet mop floors; vacuum carpeted areas.

Dust and clean all surfaces, polish furniture and metal work, remove spider webs and clean light fixtures.

Pick up litter, empty and clean trash containers, and reline containers; place trash onto truck (City vehicle) and dispose of at designated dumpster.

Clean and sanitize restroom facilities; clean water fountains.

Clean and wash windows; clean and wash walls, patios and other outside areas, including graffiti removal; use blower to clear debris from outside areas; use power washer to clean outdoor surfaces.

Rearrange and move furniture and equipment; stock facilities with needed supplies for activities; move materials out of and into storage facility as needed to be retrieved or returned.

Replenish paper and cleaning supplies at facilities.

Set up and takes down facility rentals; open facility, set up chairs and tables and other equipment; break down equipment upon completion of event and secures facility.

Conduct minor maintenance and repairs including replacing light bulbs, fluorescent bulbs and plastic light fixture covers, minor plumbing and drain clearing, paint touch-ups, changing batteries on smoke detectors, and tightening door locks and hinges.

Maintain cleaning tools, equipment and materials in proper condition.

Maintain security of buildings by ensuring that doors and windows are locked and secure; deny access to unauthorized persons.

Essential Functions: (continued)

Report equipment malfunctions or needed repairs for equipment and/or facilities; conducts Safety inspection and prepares safety reports; performs safety inspection of City vehicles.

Periodically (according to set schedule) strip, buff, and/or re-wax floors.

Participate in annual cleaning of facilities.

Marginal / Non-Essential Functions:

Write up maintenance work orders for repairs/maintenance to be performed.

Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

Modern methods, materials, and equipment used in custodial work.

Proper use, care and storage of custodial equipment and materials.

Related trades sufficient to complete job assignments including minor plumbing troubleshooting, basic painting techniques and basic tool usage.

Ability to:

Perform building and facility maintenance work and use appropriate equipment and supplies.

Read and write job orders and instructions.

Learn and apply City practices associated with work/task assignments.

Establish positive working relationships with those contacted in the course of work including co-workers, supervisors and the public.

Work independently and follow set schedule(s) of tasks.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

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:

None required

Training:

On-the-job training provided.

Licenses/Certificates/ Other requirements:

Possession of or ability to obtain California Drivers' License.

PHYSICAL DEMANDS

Sitting:	Rare	Lifting:	
Standing:	Occasional	up to 10 lbs:	Frequent
Walking:	Constant	11 to 25 lbs:	Occasional (to Frequent on some days)
Bending:	Constant	26 to 50 lbs:	Occasional
Crouching:	Frequent (cleaning restroom)	51 to 75 lbs:	Rare
Stooping:	Occasional	76 to 100 lbs:	Never
Kneeling:	Occasional	100 + lbs:	Never
Crawling:	Rare	Carrying	
Climbing:	Occasional (ladder, steps)	up to 10 lbs:	Frequent
Balancing:	Occasional	11 to 25 lbs:	Occasional
Running:	Never	26 to 50 lbs:	Occasional
Twisting:	Frequent to Constant (dep on event)	51 to 75 lbs:	Rare
Turning:	Frequent	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

Pushing/Pulling:

up to 10 lbs: Frequent
11 to 25 lbs: Occasional
26 to 50 lbs: Occasional
51 to 75 lbs: Rare
76 to 100 lbs: Rare
100 + lbs: Never

Grasping – firm: Frequent (heavier items, machines)
Finger dexterity: Occasional (screws, bolts, keys, etc.)
Reaching forward: Frequent to Constant
Pinch grasp: Never to Rare
Grasp – light: Frequent (cleaning supplies)

Coordination - Eye-hand: Required
Eye-hand-foot: Required
Driving: Required

Talking - Face-to-face: Required
Verbal contact: Required
Public: Required

Vision - Acuity far: Required
Acuity, near: Required
Depth perception: Required
Field of vision: Required
Accommodation: Required
Color vision: Required

PHYSICAL DEMANDS (continued):

Hearing - Conversation: Required
Telephone: Required
Earplugs: Required

MENTAL REQUIREMENTS

Interpret instructions, Problems-standard, Detailed uninvolved instructions, One or two step instructions, Reading-simple, Writing-simple, math skills,-simple, speaking-signaling, Taking instructions-helping, Setting up, Precision work, Operating-controlling, Driving-operation, Manipulation, Tending, Handling, Comprehend/follow instructions, Perform simple repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Indoors, outdoors, unprotected heights (ladder), moving machinery, change in temperature/humidity, dust/fumes/etc., excessive noise (blower, machines), electrical energy (changing bulbs), solvents, slippery/uneven surfaces, vibration (floor machines), works around others, works alone, works with others. Earware available for use.