CUSTODIAN

DEFINITION
Under close supervision, cleans and sanitizes City buildings, offices, hallways, restrooms, and common areas.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS:
- Cleans and sanitizes City buildings, offices, hallways, restrooms and common areas;
- Dusts furniture and woodwork;
- Sweeps, mops and vacuums floors;
- Empties trash receptacles and replaces paper stock in restrooms;
- Maintains records and inventory of materials and supplies received and used;
- Assembles and replaces furniture or materials for City events or meetings;
- Responds to emergency calls on a 24-hour basis;
- Inspects and evaluates the work performed by contracted janitors;
- Secures City facilities by ensuring all doors, gates and other point of entry are locked and secure at the close of business;
- Sanitizes and cleans City jail;
- Delivers or transports vehicles to other City facility locations or outside vendors;
- Ensures safety precautions are being used by contractual custodians.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:
- Knowledge of inventory control procedures, basic cleaning and sanitizing procedures or methods, safety precautions when handling cleaning chemicals or equipment, and of records management techniques;
- Skilled in the use of cleaning materials and supplies, prioritizing multiple tasks and working within deadlines, following oral and written instructions in English, and in establishing and maintaining productive working relationships;
- Ability to work with all levels of staff and the public, maintain a professional demeanor at all time, and to work overtime as needed to complete special projects. The ability to speak English and Spanish is highly desirable.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing, bending, and lifting up to 50 pounds. Incumbent may be exposed to repetitive motion, extreme temperatures and weather, moving traffic, toxic fumes, solvents and chemicals and infectious diseases and water and airborne pathogens.

QUALIFICATIONS:
A high school diploma or equivalent; and one year of experience working with the public in a service capacity. Must possess at the time of application and maintain a valid California Driver’s License.