

**ADMINISTRATIVE SERVICES DEPARTMENT
FLEET AND FACILITY SERVICES DIVISION
SENIOR CUSTODIAN**

GENERAL DUTIES: Under direct supervision of the Facilities Superintendent, plans, assigns, directs, and reviews the work of custodial staff as necessary; perform custodial duties for all City buildings; and perform a variety of semi-skilled building maintenance tasks.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoid unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Oversee, schedule, train and evaluate the work of assigned custodial personnel.
2. Prepare custodial work schedules and activity reports and maintain records.
3. Order and maintain an inventory of supplies necessary for the custodial maintenance of all City buildings.
4. Empty and clean waste receptacles, remove trash and litter in and around buildings.
5. Clean and maintain buildings including floors, carpets, walkways, ceilings, windows, lights, restrooms and office furniture and fixtures.

6. Prepare, open, and close facilities for reservations, special events and public use. Move and rearrange furniture as needed.
7. Perform general maintenance and repair work including replacing light bulbs and fluorescent tubes, fixing leaking faucets, unclogging drains, pest control, and painting.
8. Perform floor maintenance including sweeping, mopping, stripping and waxing floors; vacuum, spot clean, and clean carpeting.
9. Inspect fire extinguishers, fire sprinkler systems, and Automated External Defibrillators.
10. Operate, clean, and maintain hand and power tools and equipment, and custodial equipment.
11. Oversee the work of contractors on assigned projects; routinely inspect custodial contractors' work, document and communicate deficiencies.
12. Identify and correct or report safety hazards and building maintenance needs. Secure buildings and guard against vandalism and abuse.
13. Operate a vehicle as assigned.
14. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Interpersonal and communications.
2. Customer service techniques.
3. Building maintenance.
4. Lift and carry up to 75 pounds.

KNOWLEDGE: Knowledge of:

1. Principles and practices of custodial and building maintenance.
2. Principles of leadership and training.
3. Supplies and equipment used in custodial and building maintenance work.
4. Safe work practices.
5. Basic report writing; and of arithmetic, correct English usage, grammar, spelling and punctuation.

6. Building inspection processes, procedures and record keeping related to fire extinguishers and fire sprinklers.

ABILITIES: Ability to:

1. Effectively plan, supervise and schedule the work of personnel assigned to cleaning City buildings and other facilities.
2. Select, train and evaluate work performance of employees.
3. Select, order, store and issue supplies and equipment needed for the job.
4. Establish and maintain operating procedures which insure the security of buildings.
5. As required, perform physical labor tasks, including operating a variety of hand and power tools and lifting and carrying heavy objects.
6. Effectively perform a variety of semi-skilled building maintenance tasks.
7. Communicate effectively in writing and verbally.
8. Maintain effective working relationships with those contacted in the course of work.
9. Keep good building maintenance records.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone
4. Copier
5. Calculator
6. 10-key adding machine
7. Facsimile machine
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9. Two-way radio
10. Automobile, trucks cargo van, van
11. High speed floor buffer
12. Handcart and dolly
13. Electric floor scrubber
14. Hand floor scrubber
15. Upright commercial vacuums
16. Refrigerator dolly
17. Table racks
18. Chair racks

19. Protective eyewear, safety shoes, face masks and earplugs
20. Protective knee guards, hard hat, gloves, first-aid kit
21. Back-support device
22. Disposable latex gloves
23. Uniforms and raingear and rain boots
24. Power washer
25. Aerosol can, solvents, and paint thinners,
26. Airless paint sprayer
27. Hand tools, rakes and shovels
28. Brooms, mops, and dusts mops
29. Cleaners, disinfectants, germicidal cleaners, etc.
30. Box van,
31. Power tools, drain opener and power snake, drills, saws, etc.
32. Ladder and step stool
33. Carpet extractor
34. Auto-scrubber

PHYSICAL DEMANDS:

Under typical office and field conditions, employee will perform the following physical activities, which include handling heavy equipment, furniture and tools, files, books, binders, and boxes of work-related materials on a daily basis:

1. Sitting, when traveling between facilities, working at the computer or attending meetings or training sessions.
2. Walking, when performing custodial work or setting up for special events.
3. Standing, when performing custodial work, setting up for special events, or when painting and performing building maintenance work.
4. Kneeling, when performing custodial work, storing equipment, painting, sanding, or maintaining roof systems, etc.
5. Bending/stooping, when performing custodial work, setting up for special events, spot cleaning carpets or floors, painting, digging, etc.
6. Crawling, monthly, when inspecting the grease traps at the Senior Center, when spot cleaning carpets or floors, when performing custodial and building maintenance work, etc.
7. Climbing, ladders or stairs when performing custodial and building maintenance work in any City facility.
8. Twisting, when performing custodial work, setting up for special events, shoveling, etc.
9. Reaching, when performing custodial work, when setting up for special events, etc.
10. Carrying, tables, chairs, projectors, office supplies, tools, maintenance equipment, when setting up for special events, when performing custodial or building maintenance work, etc.
11. Pushing/pulling, table rack, chair rack, handcart, dolly, broom, mop, and other equipment during routine custodial and building maintenance work.
12. Lifting, up to 75 lbs., tables, chairs, office equipment or supplies, when setting up for special events, when performing custodial or building maintenance work, etc.
13. Dragging, while moving furniture, hoses, electrical cords, paint, cleaning supplies, etc.
14. Driving, to all facilities to install, repair, or deliver equipment, in addition to attending meetings, purchasing supplies, etc.
15. Speed, in meeting deadlines and using office equipment.

SENSORY DEMANDS:

Under typical office and field conditions, employees utilize these senses while performing custodial and building maintenance work in all City facilities. For safety reasons, employees are required to utilize all senses when working with light and heavy equipment or tools. Under typical office conditions, employees utilize these senses while using a computer, printer, telephone, fax machine, copier, calculator, etc.:

1. Seeing, color vision is necessary when identifying color-coded wiring, and when matching paints on and around different facilities.
2. Hearing, when identifying facility and equipment failures.
3. Speaking, employee must be able to communicate with co-workers and customers and the public, especially when working in the field.
4. Touching/Feeling, employee must be able to differentiate sharp or hot objects, in order to prevent injury or an unsafe condition when working outdoors in the field.
5. Smelling, employee must be able to detect gas leaks and possible burned wiring.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**Office Conditions:**

1. Indoors: Typical office conditions, up to 75% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, and radios.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating, wall heaters and/or air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust or odors from paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions, more than 15% of the time, during maintenance and service assignments.
2. Travel: Varying conditions in a vehicle, up to 10% of the time.
3. Flooring: Asphalt, grass, dirt, wood, tile, carpeting, uneven surfaces, etc.
4. Noise Level: Varying low to high equipment noise, due to trucks, saws, drills, sanders, air compressors, etc. (Corporation Yard, Police or Fire Stations, Senior Center, Gym)
5. Lighting: Normal outdoor conditions, and exposure to extreme hot or cold weather conditions.
6. Ventilation: Heating and air conditioning provide by a vehicle.
7. Dust of Fumes: Normal, outdoor levels of dust, pollen, and mold. Low to high levels of fumes from cleaners, solvents, disinfectants, aerosol sprays, etc.

HAZARDS:

When performing custodial or building maintenance work in any City facility, employee is required to use precaution due to the potential for exposure to biological waste products or bodily fluids. Mechanical or electrical exposure is minimal while properly using standard office

equipment such as a telephone, computer, printer, copier, radio, etc. Also, when traveling or working in the field, there is some exposure to mechanical hazards while utilizing a vehicle.

ATMOSPHERIC CONDITIONS:

When performing routine custodial or building maintenance work, there is some exposure to fumes and dust when using cleaners, solvents, disinfectants, aerosol sprays, and other cleaning products. In addition, employee may come in contact with insects, rodents, birds and other pests. Minimal exposure to fumes occurs in a typical office environment and may result from the use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS

1. Any combination of education and training equivalent to high school graduation and two (2) years of experience which demonstrates the ability to effectively lead custodial work and to perform semi-skilled building repairs.
2. Possess and maintain a valid California Class C Driver License and a safe driving record necessary to operate assigned vehicle(s) at time of hire.
3. Pass a post-offer medical examination, which includes a drug test.
4. Will be subject to variable shifts and call back.
5. Prefer bilingual (English/Spanish).
6. Pass a background check that includes a Department of Justice criminal record check for employment.
7. Prefer non-tobacco user.