CUSTODIAN I

DEFINITION

Under general supervision; to learn to perform a variety of general cleaning and custodial work; to keep assigned areas and County Buildings in a clean and orderly condition; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level classification in the Custodian series. Incumbents learn to perform the full range of custodian duties in County buildings and other County facilities. Incumbents in this class are expected to advance to the Custodian II level after demonstrating requisite knowledge, skills and abilities necessary to perform the work assignments on an independent basis.

REPORTS TO

Chief, Building and Grounds.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

Learns to perform a variety of cleaning duties such as sweeping, mopping, and scrubbing floors; learns to clean and vacuum rugs and carpet; waxes and polishes furniture and woodwork; cleans hallways, lobbies, restrooms, and offices; cleans ceilings, walls, blinds and light fixtures; empties and cleans waste receptacles; polishes metal works; cleans and disinfect restrooms; replenishes supplies; may wash windows; may move and arrange furniture and equipment; turns out lights and locks doors and windows; replaces light bulbs and tubes; learns to operate scrubbers, buffers, waxes, and other equipment and machinery; requisitions supplies as needed; observes and reports needed repairs to buildings and equipment; maintains equipment used during the course of the work; may assist with and perform minor building maintenance work.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects; physical ability to lift and carry objects weighing up to 50 pounds without assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of vacuum cleaner, scrubbers, buffers, waxing equipment.
TYPICAL WORKING CONDITIONS

Work is performed in an office environment; some exposure to controlled and hazardous substances, pesticides, and chemicals; limited contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

• Custodian supplies, equipment and methods.
• Proper materials and methods, used for cleaning purposes.
• Basic hand tools used in routine building maintenance.
• Safe work practices.

Ability to:

• Learn to clean and care for an assigned area and equipment.
• Follow oral and written instructions.
• Read and write at the level required for successful job performance.
• Recognize and locate conditions which require maintenance and repair work.
• Learn to use and care for tools used.
• Perform arithmetic calculations at the level necessary for satisfactory job performance.
• Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Prior experience in custodial work equivalent is highly desirable.

Special Requirement: Possession of a valid California Driver's license issued by the California Department of Motor Vehicles.