

CUSTODIAN II

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

This is the advanced apprentice level classification in the Custodian series. Incumbents in this class perform the full range of custodian duties of County buildings and other county facilities with minimal guidance and supervision. Incumbents can expect to promote to the Custodian III level after one to two years demonstrated work proficiency.

REPORTS TO

Public Works Maintenance Supervisor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Performs a variety of cleaning duties such as sweeping, mopping, scrubbing, stripping and waxing floors; clean and vacuum rugs and carpet; waxes and polishes furniture cabinets, 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; wash windows; move and arrange furniture and equipment; turns out lights and locks doors and windows; replaces light bulbs and tubes; learns to operate scrubbers, buffers, waxers, and other equipment and machinery; requisitions supplies as needed; cleans a variety of kitchen equipment and appliances; observes and reports needed repairs to buildings and equipment; maintains equipment used during the course of the work; may clean grounds, water lawns, and plants and do pruning; may perform snow removal duties as required; assist with and perform minor building maintenance work; maintain confidentiality.

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 and in excess of 50 pounds with 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; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; exposure to controlled and hazardous substances, bio-hazardous waste, pesticides, and chemicals; limited contact with staff and the public. Incumbents are subject to working evenings, weekends, holiday, and call-out.

DESIRABLE QUALIFICATIONS

Knowledge of:

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

Ability and willingness to:

- Clean and care for an assigned area and equipment.
- Follow oral and written instructions.
- Utilize proper techniques for handling bio-hazardous waste.
- Utilize safe use of chemicals used in custodial work.
- Learn to track and maintain proper inventory.
- Read and write at the level required for successful job performance.
- Recognize and locate conditions, which require maintenance and repair work.
- Use and care for tools used.
- Work on own initiative without close supervision.
- Perform arithmetic calculations at the level necessary for satisfactory job performance.
- Establish and maintain cooperative working relationships.
- Use computers
- Maintain confidentiality

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

One to two (1-2) years of prior work experience in custodial work equivalent to the Custodian I level.

Special Requirement: Possession of a driver's license valid in California.

This job specification should not be construed to imply that these requirements are the

exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents will be required to follow instructions and to perform other job related duties as may be required.

Revised 1/99

Salary Range 43