



**MAY 2019**  
**FLSA: NON-EXEMPT**

## **CUSTODIAN/FACILITIES MAINTENANCE WORKER**

### **DEFINITION**

Under general supervision, oversees and participates in the full range of custodial duties related to the care, routine maintenance, and cleaning of assigned buildings and facilities; sets priorities and directs the work of contract staff on a day-to-day basis; executes minor repairs; moves furniture and equipment to set up for events, activities, and functions; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director of Public Works. Exercises technical and functional direction over contract staff.

### **CLASS CHARACTERISTICS**

This single incumbent classification performs the full range of work required to ensure that City buildings and facilities provide the highest level of cleanliness and safety for public and staff use. Responsibilities include inspecting and attending to assigned areas in a timely manner and overseeing and performing a wide variety of tasks in the maintenance and cleaning of assigned buildings and facilities.

### **EXAMPLES OF ESSENTIAL FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides technical and functional direction to contract custodial staff; reviews and controls quality of work.
- Plans, schedules, and prioritizes custodial work in consultation with the Director of Public Works; communicates status of cleaning and general maintenance to appropriate personnel, working cooperatively to schedule cleaning and maintenance in accordance with established and special operational priorities; instructs contract staff in work procedures.
- Inspects City facilities and buildings for maintenance needs and recommends appropriate actions; assists in developing work plans, procedures, and schedules.
- Inspects and evaluates work in progress and upon completion to assure that cleaning and maintenance activities are performed in accordance with City standards and specifications.
- Performs various custodial duties, including sweeping, mopping, vacuuming, dusting, and polishing to ensure City buildings and facilities provide the highest level of cleanliness and safety for public and staff use.
- Washes windows, mirrors, and walls.
- Dusts and polishes furniture, woodwork, fixtures, and equipment.
- Cleans and sanitizes restroom facilities and fixtures including sinks, urinals, and toilets; replenishes supplies in restrooms.
- Sweeps, vacuums, mops, waxes, strips, and polishes floors; vacuums and shampoos carpets.
- Cleans furniture and counter tops.
- Empties, cleans, and sanitizes trash, recyclables, and green waste receptacles.

- Performs a variety of general maintenance activities, including picking up litter, minor repairs, and painting facilities when needed.
- Sets up rooms and equipment for classes, parties, conferences, meetings, and other functions; moves and arranges furniture.
- Performs preventative maintenance, as well as minor maintenance and adjustments on equipment, appliances, fixtures, facilities, and buildings, including replacing light bulbs, cleaning air vents, setting programmable light and timer controls, and basic painting, carpentry, electrical, and plumbing work.
- Identifies and reports building maintenance needs to appropriate staff.
- Interfaces with the public in a professional manner; answers questions and provides basic information to the public if working in a public facility.
- Observes safe working practices, including maintaining storage areas in a safe condition.
- Maintains records of maintenance and cleaning activities; maintains inventory of equipment and supplies.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Methods, materials, and equipment used in custodial work and basic and preventative building maintenance.
- Proper cleaning methods and the safe usage and storage of cleaning materials, disinfectants, custodial tools, and equipment.
- Use and minor maintenance of hand and power tools and equipment used in custodial work.
- Basic facility maintenance techniques and materials.
- Basic principles and procedures of record keeping.
- Safe work methods and safety practices pertaining to the work.
- Safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

### **Ability to:**

- Plan, schedule, assign, and oversee activities of contract custodial personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Perform basic and preventative electrical, carpentry, plumbing, and painting maintenance and repair duties.
- Use and operate a variety of custodial equipment.
- Clean and care for assigned areas and equipment.
- Travel to different sites and locations.
- Use a variety of small hand tools.
- Maintain basic records.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and three (3) years of general custodial experience.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in various City buildings and facilities; strength, stamina, and mobility to perform medium physical work, to operate varied hand and power tools and related equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in buildings and facilities with moderate noise levels, controlled temperature conditions and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.