

COUNTY OF SOLANO CLASS SPECIFICATION CUSTODIAN

CLASS SUMMARY:

Under general supervision, maintains a clean work environment of assigned areas in County buildings. This class performs tasks associated with cleaning the interior of office building and other county facilities to include cleaning floors and carpets; dusting and polishing furniture, woodwork, office fixtures, etc.; cleaning restrooms, hallways, lobbies, stairways, offices, drinking fountains, light fixtures, trash receptacles, and interior air vent fixtures in office buildings; and washing windows, walls, etc.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Custodian (Lead)** class which leads a crew of custodians performing cleaning activities in assigned buildings.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by a Custodian Supervisor.
- No supervision is exercised over others.
- May receive guidance from Custodian (Lead)

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Performs a variety of cleaning activities for offices, break rooms, entryways, stairwells, hallways, restrooms, conference rooms, common area spaces, etc.:
 - Dusts high and low areas;
 - Cleans, dusts, and polishes furniture, woodwork, elevators, and office fixtures;
 - Cleans floors by sweeping, mopping, stripping, waxing, refinishing with new wax, buffing and burnishing;
 - Cleans carpets by vacuuming, shampooing, spot cleaning and extraction deep steam cleaning;
 - Cleans and sanitizes restrooms and ensures that restrooms are properly stocked with appropriate levels of supplies;
 - Washes windows, walls, partitions, baseboards, doors and door handles, drinking fountains, light fixtures, trash receptacles, air vent fixtures, public telephones, etc. using a variety of cleaning agents, disinfectants, and equipment;
 - Collects and disposes of trash and recycling items;

- Cleans and refills dispensers with paper towels, tissues and hand soap.
- Secures buildings by locking doors and turning off lights.
- Cleans and distributes custodial laundry, which includes mop heads and cleaning rags.
- Monitors supply and inventory levels and notifies appropriate individuals of the need to replenish items; unloads supplies from supply truck; restocks supplies and inventory items upon receipt.
- Picks up trash and uses leaf blowers in stairwells, in alcoves, and at entrances of buildings; empties trash cans.
- Moves furniture incidental to cleaning activities as well as to set-up rooms for events/meetings.
- Raises and lowers flags.
- Uses computers to complete reports, work orders and timesheets, to check e-mail communications, and to read on-line training courses and uses computers and/or cell phones to communicate with leads and supervisors, ~~customers and vendors~~.
- Drives vehicles to various work sites, to attend meetings, etc.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** High School Diploma, GED, or equivalent;

AND

- **Experience:** Six months of full-time paid experience performing custodial work in a health care, commercial, industrial and/or public building/facilities setting.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess a valid California Driver's License, Class C.

Note: The driver's license must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Equipment used for floor and carpet care to include cleaning solutions, their mixing and applications, and carpet cleaning and spray buffing methods and techniques.
- Window washing and wall washing methods and techniques.
- Methods of dusting and sweeping.
- Safety policies and procedures for operating power and manual equipment, mixing and using cleaning solutions, moving and lifting furniture and equipment, etc.
- Methods and procedure of disposing of refuse and recycled items.
- Basic sanitary procedures and techniques for dealing with Bodily Fluids.
- Customer service techniques for dealing with customers.

- Basic english composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Inventory maintenance principles.
- Basic mathematics for maintaining inventory of supplies and for completing reports.
- Personal computers and software.

Skill and/or Ability to:

- Operate various power cleaning equipment such as floor buffers, auto-scrubbers, and carpet service equipment in all types of office areas and pedestrian traffic conditions and material handling equipment (MHE).
- Remove and handle office refuse.
- Perform cleaning tasks at a height, for example, when cleaning walls, windows, light fixtures, air vents, etc.
- Read and apply written and oral directions;
- Operate manual and power cleaning equipment, machinery and cleaning materials safely.
- Recognize unsafe conditions.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Establish good relationships with the public and internal customers.
- Maintain accurate records and document actions taken.
- Use modern office equipment to include computers, smartphones, and related software applications.
- Operate and maintain cleaning equipment tools properly and safely.

PHYSICAL REQUIREMENTS :

- Mobility and Dexterity: This class typically requires employees to perform the following: (1) balancing, stooping, kneeling, reaching, crawling, fingering, grasping, and repetitive motion; (2) climbing and working safely on ladders and step ladders with a total weight that does not exceed the weight capacity of the ladder or the highest rated capacity of the harnesses and lanyards used for fall protection; and (3) standing or walking approximately seven hours per day on uneven surfaces.
- Lifting, Carrying, Pushing and Pulling – Heavy work: This class typically requires employees to perform the following: exerting up to 100 pounds of force occasionally with assistance, and/or up to 50 pounds of force frequently, and /or up to 20 pounds of force constantly to move objects.
- Vision: This class requires employees to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, and to distinguish between normal and off shade colors and to read gauges and meters in dimly lighted areas etc. Employees are also required to have depth perception and good eye-to-hand coordination in order to operate a motor vehicle and to operate a variety of hand and power tools.
- Hearing/Talking: This class requires employees to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed

information through oral communication. Employees in this class are also required to be able to communicate to express or exchange ideas. Detailed or important instructions must occasionally be conveyed to others accurately, loudly, and/or quickly.

- Other: This class typically requires employees to have sufficient sense of smell, and touch to observe equipment functions for normal and abnormal occurrences.

WORKING CONDITIONS:

- Office Work plus Outdoor Work: While most work will be performed inside County buildings, some work will be performed outdoors and thus may be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather; may be exposed to e.g. insects, rodents, snakes, bees, wasps, spiders, ants, etc.
- Custodial Work: Employees in this class will often be subject to exposure to moving mechanical parts, electrical currents, toxic agents, fumes, odors, dust, chemicals, inadequate lighting, restricted workspace movement, and vibrations.
- Traffic Hazards: Employees in this class may be required to operate a vehicle and thus may be subject to traffic hazards while driving.

OTHER REQUIREMENTS:

- Background Checks, Reference Checks and Physicals: The County will conduct a background check, a reference check and a physical on candidates prior to appointment to a position within this class.
- Independent Travel: Incumbents may be required to travel independently, to perform work at other work sites, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
- Drug and Alcohol Testing: Candidates applying for positions in this class are subject to, drug and alcohol testing as required under the Federal Omnibus Transportation Employee Testing Act of 1991. Testing of incumbents includes post-accident, as well as random and reasonable suspicion testing as required by law.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission:
- Date Adopted by the Board of Supervisors: October, 1986
- Date(s) Revised: September, 2016
- Class Code: 973010