



CITY OF CALEXICO

CLASS TITLE: CUSTODIAN

MONTHLY: \$3,314 - \$4,028 RANGE: 23GX-10

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform routine custodial duties at a designated City site during an assigned shift; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform routine custodial duties at a designated City site during an assigned shift; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets in offices and other work areas; spot clean and shampoo carpets; spot mop spills.

Clean offices, lounges, hallways and other facilities as assigned; dust and polish furniture, equipment and woodwork; empty waste receptacles; pick up and remove paper and other debris from floors, grounds, walkways and areas adjacent to facilities; sweep concrete surfaces adjacent to buildings.

Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper, seat covers and other items; clean mirrors, tile, walls, doors and windows; unclog drains and toilets.

Move and arrange furniture, supplies and equipment as needed; set-up and assemble chairs, tables and other furniture and equipment.

Perform minor maintenance and repairs on facilities and equipment; replace light bulbs as needed; refer major maintenance and repair needs to appropriate staff; assist with painting, plumbing and various other projects as required.

Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, and other equipment as assigned; drive a vehicle to conduct work.

Monitor inventory levels of custodial supplies as required; assist with ordering, receiving and maintaining inventory of custodial supplies as assigned.

Perform grounds maintenance activities in the beautification of grounds and landscaped areas as

assigned by the position; mow, edge, trim and water lawns, fields and other turf grounds.

Lock and unlock doors, gates and windows as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines.

Report safety, sanitary, security and fire hazards to appropriate personnel.

Maintain routine records related to assigned activities as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining buildings in a safe, clean and orderly condition.

Appropriate safety precautions and procedures.

Proper lifting techniques.

ABILITY TO:

Perform routine custodial duties at a designated City site during an assigned shift.

Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

Use cleaning materials and equipment in a safe and efficient manner.

Operate a variety of custodial equipment.

Maintain tools and equipment in clean working order.

Move and arrange furniture and equipment.

Observe and report safety hazards and need for maintenance and repair.

Maintain routine records related to work performed.

Understand and follow oral and written directions.

Observe health and safety regulations.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment.

Walking or standing for extended periods of time.

Seeing to perform custodial duties.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

HAZARDS:

Exposure to cleaning agents and chemicals.