



## Job Description

<b>Title: Custodian I/II</b>	<b>FLSA Status: Non-Exempt</b>	<b>Created: August 2022</b>
<b>Supervisor: Director of Public Works</b>	<b>Supervises: N/A</b>	<b>Revised:</b>
<b>Job Family: Public Works</b>	<b>Bargaining Unit: Public Works</b>	<b>Approved:</b>

**JOB SUMMARY:**

Under the supervision (Custodian I) or general supervision (Custodian II) of the Director of Public Works, perform routine custodial duties at assigned City sites; maintain assigned buildings and office space in a clean, orderly and secure condition.

**DISTINGUISHING CHARACTERISTICS:**

**Custodian I**

This is a working level Custodian classification. Incumbents perform the full range of custodial duties in cleaning City buildings and facilities. Work is performed under general guidance and supervision.

**Custodian II**

This is the journey level I the Custodian class series. Incumbents perform the full range of custodial duties in cleaning City buildings and facilities, and may provide lead direction and work coordination for other custodial staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform routine custodial duties at assigned City sites; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets; spot clean and shampoo carpets.
- Clean offices, lounges, hallways, lobbies, corridors and other assigned facilities; dust and polish furniture, metalwork and woodwork; clean and polish walls and fixtures; empty waste receptacles; spot mop spills.
- Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile, blinds, draperies and windows; unclog drains and toilets.
- Report safety, sanitary and fire hazards to appropriate personnel; report needs for maintenance and repairs to appropriate authority or parties; respond to emergency custodial requests as needed.
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, steam cleaners and other equipment as assigned; drive a vehicle to conduct work.
- Pick up paper, trash and debris around grounds and in buildings; sweep and clean walkways and entrances.
- Perform a variety of routine general maintenance and repairs on equipment as assigned.
- Set-up facilities for special events and meetings; set-up Council Chamber for various events.
- Communicate with personnel to exchange information and resolve issues or concerns.
- Drive a vehicle to conduct work.
- Maintain routine records related to assigned activities.

**OTHER DUTIES:**

- Perform related duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical

demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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.

**Ability to:**

- Perform routine custodial duties at assigned sites.
- Maintain assigned buildings and office space 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.
- Learn basic record-keeping techniques.
- Observe and report safety hazards and need for maintenance and repair.
- Understand and follow oral and written directions.
- Observe health and safety regulations.
- Meet schedules and time lines.

**Education and Experience:**

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

**Custodian I**

- Sufficient training and experience to demonstrate the knowledge and abilities listed above.

**Custodian II**

- Graduation from high school or equivalent GED.
- One year of work experience comparable to a Custodian I with the City of Livingston.

**Licenses, Certifications and other Requirements:**

- Valid California Class C driver's license.

**WORKING CONDITIONS:**

**Work Environment:**

- Outdoor work environment.
- Seasonal heat and cold or adverse weather conditions.
- Regular exposure to fumes, dust and odor.
- Driving a vehicle to conduct work.

**Physical Demands:**

- Dexterity of hands and fingers to operate maintenance equipment.
- Walking, standing or sitting for extended periods of time.
- Seeing to perform custodial duties.
- Lifting, carrying, pushing or pulling heavy objects as assigned by position.
- Sitting to operate tractors, mowers and other machines.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders.

**Hazards:**

- Exposure to chemicals and fumes.

- Working on ladders.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.