

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Custodian

DEPARTMENT: Operations & Water Quality	ACCOUNTABLE TO: Facilities Maintenance Crew Supervisor	FLSA STATUS: Non-Exempt
SALARY RANGE:	10	
CLASS SUMMARY: Under general supervision, to perform a variety of manual tasks in the cleaning and general upkeep of Padre Dam facilities. Duties may include: performing light maintenance, vacuuming and cleaning carpets; sweeping, mopping, stripping and waxing floors; dusting and polishing desks, chairs tabletops, counters, shelves and various dispensing machines; cleaning and sanitizing restrooms; stocking all kitchen and bathroom supplies; setting up rooms for meetings; replacing burned out light bulbs; checking locks and security of facilities and performing such other work as may be required.		
DISTINGUISHING CHARACTERISTICS: The Custodian is a stand-alone position. It is distinguished from the Facilities Maintenance Worker in that the Custodian is responsible only for housekeeping duties.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Cleans offices, work spaces, meeting rooms, halls, windows, restrooms, furniture, gym equipment, wastebaskets, waste receptacles and ashtrays using a variety of cleaning equipment, chemical solutions and materials, following label instructions to ensure proper strength for use.
2.	Vacuums, spot cleans and shampoos carpets; sweeps, mops, scrubs, strips and waxes floors.
3.	Cleans and sanitizes restrooms and kitchen facilities including microwave ovens, stoves, coffee pots and refrigerators; replenishes and stocks all kitchen and bathroom supplies as needed.
4.	Picks up paper, sweeps and washes areas around buildings and facilities including sidewalks and stairs; empties, cleans and lines waste receptacles and disposes of trash; gathers recyclable materials for collection and maintains recycle bins.
5.	Moves office furniture and equipment; sets up rooms for meetings; closes windows, turns off lights, locks doors and sets alarms to secure buildings.
6.	Dusts and polishes furniture, woodwork, metalwork, gym equipment and various dispensing machines.
7.	Washes doors, windows, walls, ceilings, window coverings and furniture.
8.	Replaces burned out light bulbs.

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9.	Keeps track and restocks janitorial supplier and other supplies used in the work.
10.	Performs other duties of a similar nature or level.

Knowledge (position requirements at entry):

- Proper cleaning methods and safe usage of cleaning materials, disinfectants, janitorial tools and equipment;
- Use and minor maintenance of hand and power tools and equipment used in custodial work;
- Safe work methods and safety regulations related to the work;
- Proper mixing and dilution of cleaners, disinfectants and stripping agents.
- Carpet care and maintenance

Skills (position requirements at entry):

- Perform custodial and cleaning duties;
- Safely operate a variety of hand and power tools, equipment and specialized custodial equipment;
- Perform a variety of physically strenuous tasks;
- Understand and follow written and oral instructions;
- Complete assignments independently without immediate supervision;
- Safely operate Padre Dam vehicles;
- Follow prescribed work schedules and methods;
- Basic computer usage
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and one year experience in performing custodial work; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Valid California Driver's License;

Physical Requirements:

Positions in this class typically require: sitting, standing, lifting, kneeling, pulling, pushing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Classification History:

Date: 1/03; 1/05