

City of Bruno

CLASS SPECIFICATION

CLASS TITLE:

CUSTODIAN

DEFINITION:

To perform a variety of skilled and unskilled tasks and physical labor in the custodial care and maintenance of City buildings.

DISTINGUISHING CHARACTERISTICS:

This is a single level class where employees within this class perform the full range of custodial duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Custodial Services Leader in that the latter performs advanced level duties and provides technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from an assigned supervisor or manager.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Change light bulbs and fluorescent tubes, including ballasts.
- Sweep, vacuum, mop, dust, shampoo, steam clean, strip, wax, polish, and buff floors, carpets, and furniture.
- Dump garbage cans and garbage and reline cans with liners.
- Recycle material.
- Clean and sanitizes restrooms and replenishes supplies.
- Cleans spills.
- Cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures.
- Wash windows, walls, metal and woodwork.
- Cleans rain gutters; sweeps roofs and sidewalks.
- Picks up litter from around buildings and grounds.
- Performs minor semi-skilled interior building maintenance and repairs such as painting, repair of floor covering, plumbing, carpentry, electrical, mechanical, and other unskilled and semi-skilled trades work.

- Inspects and maintains assigned custodial equipment and small tools for proper operating condition.
- Opens and closes, locks and unlocks facilities as needed.
- Keeps records of work completed, including maintenance service logs.
- Maintains current skills and knowledge in the proper and safe techniques of building maintenance.
- Provides excellent customer service to those individuals the employee interacts within performance of duties.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Respect and is sensitive towards the cultural and ethnic diversity of the community.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Equipment, materials, and supplies used in building and grounds maintenance
- Equipment and supplies used to do minor repairs.
- First aid and applicable safety precautions.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Work independently and to complete daily activities according to work schedule
- Lift heavy objects, walk and stand for long periods of time.
- Use equipment and tools properly and safely.
- Reach with hands and arms; stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls; sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- Adjust focus and use close vision.
- Frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds.

- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Equivalent to the completion of the twelfth grade.

Two (2) years of progressively responsible experience performing custodial work.

Special Requirements:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Successfully pass an extensive non-sworn public safety background investigation that may include, but is not limited to, review of personal history statement, background interviews, reference checks, and fingerprinting.

Working Conditions:

The work environment characteristics 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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, in high, precarious places, and is occasionally exposed to wet and/or

humid conditions, fumes or airborne particles, toxic chemicals, and risk of electrical shock. The noise level in the work environment is usually quiet during indoor night shift operations. Noise level may increase when operating certain equipment.

| | |
|----------------------|-------------------|
| Category: | Journey |
| FLSA Classification: | Non-Exempt |
| Effective Date: | November 10, 2021 |
| Revised: | N/A |