

**CUSTODIAN I**

**DEFINITION**

Under general supervision, to perform a variety of general cleaning and janitorial work; to keep assigned areas and City buildings in a clean and orderly condition; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the entry 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.

**REPORTS TO**

Public Works Supervisor-Facilities, Public Works Manager-Utilities, and/or Director of Public Works Operations

**CLASSIFICATIONS SUPERVISED**

This is not a supervisory class.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

- Performs a variety of cleaning duties such as sweeping, mopping, and scrubbing floors.
- Cleans and vacuums rugs and carpets.
- Waxes and polishes furniture and woodwork.
- Cleans hallways, lobbies, restrooms, and offices.
- Cleans ceilings, walls, blinds, and light fixtures.
- Empties and cleans waste receptacles.
- Polishes metal work; cleans and disinfects restrooms.
- Replenishes supplies.
- May wash windows.
- May move and arrange furniture and equipment.
- Turns out lights and locks doors and windows.
- Replaces light bulbs and tubes.

## **CUSTODIAN I – 2**

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)**

Operates scrubbers, buffers, waxers and other equipment and machinery.  
Requisitions supplies as needed.  
Observes and reports needed repairs to buildings and equipment.  
Maintains equipment used during the course of work.  
May collect and shred paper for recycling.  
May maintain grounds and landscaped areas in the vicinity of buildings.

### **TYPICAL PHYSICAL REQUIREMENTS**

Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, office equipment, and furniture; physical ability to lift and carry objects weighing up to 50 pounds without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected vision and hearing to normal range; verbal communication; uses vacuum cleaners, scrubbers, buffers, waxing equipment, and basic hand tools.

### **TYPICAL WORKING CONDITIONS**

Work is performed in a building environment; some work may be performed outside in varying temperatures; some exposure to controlled and hazardous substances such as cleaning solvents and chemicals; limited contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

Cleaning supplies and equipment.  
Proper methods used in cleaning work.  
Basic hand tools and equipment used in custodial and routine maintenance work..  
Safe work practices.

#### **Ability to:**

Clean and care for an assigned area and equipment.  
Follow oral and written instructions.  
Read and write at a level required for successful job performance.  
Recognize and locate conditions that require maintenance and repair.  
Use and care for tools used in work assignments.  
Work on own initiative with supervision.  
Establish and maintain cooperative working relationships.

## CUSTODIAN I – 3

### DESIRABLE QUALIFICATIONS (continued)

#### Training and Experience:

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

Graduation from high school or equivalent and two (2) years experience in the cleaning of buildings, supplemented by some experience in building maintenance or the equivalent.

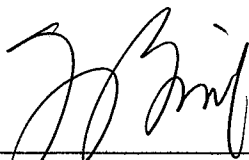
#### Special Requirements:

Possession of an appropriate California Driver's License.

*Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.*

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APPROVED: \_\_\_\_\_



CHAIRPERSON, PERSONNEL BOARD

DATE: 2-14-05