

SENIOR CUSTODIAN

JOB SUMMARY:

Under direct supervision, supervises and participates in the cleaning and minor maintenance of buildings and facilities, performs related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.

1. Performs as lead custodian and personally assists in the custodial care of buildings and facilities; reviews work to ensure follow through.
2. Performs floor maintenance, office maintenance, custodial care of restrooms, activity rooms, community rooms, and other related facilities;
3. Maintains and cares for assigned equipment and vehicles;
4. Assists in training subordinates; delegates custodial assignments;
5. Observes and enforces safety regulations; ensures that proper protective gear and equipment is used;
6. Keeps simple records and prepares reports of work;
7. Deals with the public and responds to requests or complaints.

QUALIFICATION GUIDELINES:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

EDUCATION and/or EXPERIENCE:

Completion of formal education sufficient to assure the ability to read and write at the level required for successful job performance and one (1) year of full time paid experience performing custodial work.

KNOWLEDGE OF:

- Basic methods, materials, tools, and equipment used in custodial work;
- Provisions of the California Vehicle Code applying to the operation of vehicles;
- Safety and safe work practices related to custodial work;
- Protective wear and equipment used in performing custodial work involving harsh or toxic substances.

SKILL AND ABILITY TO:

- Learn the principles and techniques of supervision and training;
- Learn basic record keeping practices;
- Provide on-the-job supervision to others;
- Make oral and written reports on work activity; operate motorized equipment with skill and safety and make minor repairs;
- Clean and maintain buildings and facilities;
- Understand and carry out oral and written directions;

- Work from heights; use ladders or aerial equipment, if necessary;
- Work weekends, evenings or irregular shifts;
- Meet approved minimal physical and medical standards;
- Demonstrate physical endurance, agility, and strength necessary to perform heavy manual labor;
- Establish and maintain effective working relationships with others.

LICENSE: Possession of a valid California Class C driver's license.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work such as washing windows using ladders and other equipment.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects, lifting 50-75 pounds.
- May be required to work with harsh or toxic substances.
- May be required to work around loud noise.
- May be required to work around moving mechanical parts.
- May be required to work around electrical current.
- Work weekends, holidays, evenings or irregular work shifts.