

CITY OF HALF MOON BAY

JOB CLASS SPECIFICATION

CUSTODIAN

DEFINITION

The custodian is responsible for performing a variety of skilled and unskilled tasks in the custodial care and maintenance of City buildings.

SUPERVISION RECEIVED AND EXERCISED

The custodian receives immediate supervision from the Public Works Superintendent/Chief Building Official, the Public Works Manager/Chief Building Official, or the Maintenance Supervisor. The custodian may supervise temporary employees or community service workers.

ESSENTIAL AND IMPORTANT DUTIES

Sweep, vacuum, mop, dust, shampoo, steam clean, strip, wax, polish, and buff floors, carpets, and furniture, etc. Empty and reline refuse containers. Operate floor buffers, steam cleaners, carpet cleaners, vacuums, mops, brooms, and dusting equipment.

Clean and sanitize restrooms and replenish supplies and clean spills. Clean drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.

Wash windows, walls, metal and woodwork.

Change light bulbs and fluorescent tubes.

Pick up litter from around buildings and grounds.

Perform minor semi-skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled and semi-skilled trades work.

Inspect and maintain assigned custodial equipment and small tools for proper operating condition.

Open and close, lock and unlock facilities as needed.

Maintain a record of work completed.

Maintain current skills and knowledge in the proper and safe techniques of building maintenance.

Move and set up furniture, pictures, etc. as needed and assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

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.

Skill to:

- Operate the listed tools and equipment.
- Communicate orally and in writing.
- Understand and follow written and oral instructions.
- Establish effective working relationships.

Ability to:

- Work independently.
- 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.

EDUCATION AND EXPERIENCE

Sufficient education and experience to satisfactorily perform the essential and important duties for this position is required. Any combination of experience and training that demonstrate the knowledge and experience to perform the work is acceptable.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually quiet during indoor night shift operations.

LICENSES, CERTIFICATES AND REGISTRATIONS

Possess, or obtain within six months of employment, an appropriate valid California Driver's License.