

City of South San Francisco
Human Resources Department

Senior Building Maintenance Custodian
Class Description

Definition

Under general supervision, performs a variety of unskilled and semi-skilled tasks in the cleaning and structural maintenance of City buildings. Incumbents may provide limited work direction to lower level classifications and to temporary and part-time staff; may perform lead duties; and does all other related duties as assigned.

Distinguishing Characteristics

The classification is the second level in the series and is distinguished from the next lower-level classification in that it requires the ability to make minor repairs to City buildings, in addition to performing custodial duties. This classification performs any and all of the duties set forth in the lower-level classifications in the series. It differs from the next higher-level classification in that the latter oversees custodial and building maintenance functions. Depending upon assignment and the shift worked, work is performed independently or under general supervision.

Typical and Important Duties

This classification performs the duties set forth in the lower-level class and in addition this classification.

1. Makes electrical repairs, such as replacing light fixtures, cords, plugs, switches, and ballasts.
2. Repairs and builds shelving and perform limited, related carpentry work.
3. Completes basic plumbing tasks, such as unplugging drains and replacing/adjusting faucet stems, washers, o-rings, etc.
4. Makes minor painting and sheetrock repairs; makes limited repairs to roofs through cold-patching.
5. May provide work direction to staff in lower-level classifications and to temporary and part-time workers.
6. May deliver materials and supplies to and from City locations.
7. May perform lead duties in the absence of a lead worker.
8. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Methods, materials, and equipment used in the janitorial maintenance of public buildings and facilities.
- Some knowledge of building trades in the areas of plumbing, electrical, carpentry, and painting.

- Occupational hazards and safety practices and procedures related to the work.

Ability to:

- Effectively and safely perform semi-skilled building maintenance tasks.
- Maintain proper standards of cleanliness in assigned areas.
- Work independently.
- Follow written and verbal instructions.
- Maintain basic records.
- Work effectively with other personnel and with the public.
- Perform physical labor, including periodic heavy labor.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Perform heavy physical and manual labor.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Work in a safe manner, following City safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Driving a variety of vehicles safely.

Experience and Training

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

Experience: Two years of progressively more responsible experience in janitorial work and basic building maintenance.

Training: Equivalent to graduation from high school.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate, valid California driver's license, and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Able to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; lift and carry 75 pounds; dexterity to drive trucks and large vehicles; distinguish among various colors; distinguish various computer generated auditory signals; use common hand tools; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.

Work Environment: Work in a shop and office setting; exposure to inclement weather, dust, dirt, vibration, chemicals, mechanical hazards, and electrical hazards.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a clean and neat appearance; work protracted and irregular hours; respond to a pager; take 24-hour call and stand-by; available for evening meetings; available for unusual hours in emergencies.

Approved:	April 1994
Revised Date:	December 2001, June 2003
Former Titles:	
Abolished:	
Bargaining Unit:	AFSCME
ADA Review:	1994/95, 2003
DOT:	No
Physical:	Class 2
Status:	Non-exempt
EEOC Category:	EF6/EJ8
Job Code:	A320

ADA Documentation of Essential Duties

1. SDE
2. MAE
3. SDE
4. SDE
5. MAE
6. OWE
7. OAE
8. MAE