

City of South San Francisco
Human Resources Department

Building Maintenance Custodian

Class Description

Definition

Under general direction, performs unskilled and semi-skilled cleaning duties in maintaining City buildings. Depending upon assignment and shift, independently performs job duties or works under general supervision. Incumbents may provide limited work direction to temporary and part-time staff, and does related work as required.

Distinguishing Characteristics

This is the experienced, entry-level classification in the building maintenance series. It is distinguished from the next higher-level classification in that the latter performs minor structural building maintenance work in addition to janitorial duties.

Typical and Important Duties

1. Sweeps, mops, waxes and polishes floors; shampoos and cares for carpets and rugs.
2. Dusts and polishes woodwork, furniture, fixtures and equipment; wash windows, walls and other fixtures.
3. Empties and cleans trash containers and wastebaskets; picks up paper and other debris.
4. Cleans rest rooms and maintain supplies.
5. Locks and unlocks doors, as necessary, provides for other forms of building security.
6. Sets up rooms for meetings and other special events.
7. May provide limited work direction temporary and part-time staff.
8. May deliver materials and supplies to and from City locations.
9. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Methods, materials, tools, equipment, and techniques used in performing custodial repair and maintenance.
- Occupational hazards and safety practices and procedures related to the work.
- Techniques for dealing with the public, City staff, and representatives of contractors in an effective manner.

Ability to:

- Maintain proper standards of cleanliness in assigned areas.
- Follow written and verbal instructions.
- Maintain basic records.
- Use materials, tools, and equipment safely and effectively.
- 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.
- 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 working relationships with other employees and the general public.
- Acquire a general knowledge of division policies and procedures as related to division operations.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- 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: One year of janitorial experience.

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 vehicles; distinguish among various colors; use common hand tools; vision to read printed materials, a computer screen, and to test equipment in varied field settings; hearing and speech to communicate in person and over the telephone.

Work Environment: Work in a shop and field setting; exposure to inclement weather, cold, heat, noise, outdoors, dust, dirt, vibration, chemicals, confining workspace, 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: July 1997, December 2001, January 2003, June 2003
Former Titles:
Abolished:
Bargaining Unit: AFSCME
ADA Review: 1994/95; 2001, 2003
DOT: No
Physical: Class 2
Status: Classified/Non-exempt
EEOC Category: EF6/EJ8
Job Code: A140

ADA Documentation of Essential Duties

1. SDE
2. MME
3. SDE
4. SDE
5. MDE
6. MDE
7. OAE
8. OME