



CUSTODIAN

Part-Time Temporary

Definition:

Under the direction of the Facilities Maintenance Supervisor, cleans and maintains facilities of the City in a state of repair, or operating condition, that meets or exceeds established standards and efficiency.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Removes and replaces broken glass in windows, doors, sliding doors, display cases, skylights; caulk point and seal, cut glass to fit.
2. Inspects, installs, maintains, repairs plumbing systems, fixtures and equipment, such as toilets, sprinkler systems, drinking fountains, dishwashers, boilers, drains and septic systems.
3. Replaces, rewires switches, circuits, lights, alarm and bell systems.
4. Sets and adjusts clock systems.
5. Maintains tools in proper condition for safe, efficient use at any time by all members of the maintenance staff.
6. Inspects, maintains and repairs locks.
7. Uses paint, varnish, shellac, stain and other decorative and protective coatings on interior and exterior surfaces; apply to walls, roofs, floors, fences, furniture, cabinets, equipment, playground and parking areas, railings and fences.
8. Cleans walls, floors and restrooms and empties trash.
9. Sets up and takes down furniture.
10. Maintains an inventory of cleaning supplies and a log of all repairs.
11. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Methods, equipment, tools and materials used to perform maintenance work.
- Operation of a variety of hand and power tools and equipment.
- Appropriate safety precautions and procedures.
- Basic maintenance trades.

Skill and Ability to:

- Perform heavy labor and skilled trades work.
- Understand and follow direction, oral and written.
- Use and operate various tools, equipment and vehicles.
- Work well with others.
- Work independently, without direct supervision.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a high school diploma or equivalent.

Licenses and Certificates:

Possession of a valid California driver's license and current insurance is required. Must have a clean driving record.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach and bend.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires the ability to stand for long periods.
- Requires the ability to walk long distances.
- Performs work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds.
- Subject to inside and outside environmental conditions.
- May be required to work evenings, weekends, and holidays.