



## **SENIOR CUSTODIAN**

### **Part-Time Temporary**

#### **Definition:**

Under general direction, cleans and maintains facilities of the City in an operating condition that meets or exceeds established standards of safety 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. Inspects, installs, maintains, repairs plumbing systems, fixtures, and equipment, such as toilets, drinking fountains, drains, and sewer systems.
2. Replaces and rewires switches, circuits, lights, alarm, and bell systems.
3. Sets and adjusts clock systems.
4. Maintains tools in proper condition for safe, efficient use at any time by all members of the maintenance staff.
5. Uses paint, varnish, shellac, stain, and other decorative and protective coatings on interior and exterior surfaces, such as walls, roofs, floors, fences, furniture, cabinets, equipment, playgrounds, and parking areas, railings, and fences.
6. Cleans walls, floors, and restrooms and empties trash and recycling receptacles.
7. Sets up and takes down furniture.
8. Purchases and maintains an inventory of cleaning supplies.
9. Performs a variety of skilled trades work.
10. Assists in maintaining organized files, inspection data sheets and work request forms.
11. Maintains a log of all repairs.
12. Inspects and coordinates contractual services.
13. Maintains commercial swimming pools.
14. Assists with facility and playground inspections.
15. In the absence of Supervisor, may act as lead worker in relation to part-time Custodians as needed.
16. 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.
- Computers and office software applications.
- Functions, policies, and procedures of relevant departments and/or operations.

- Relevant mathematical principles and functions.
- English usage, spelling, grammar, and punctuation.
- Professional writing techniques.

**Skill and Ability to:**

- Perform heavy labor.
- Perform skilled trades work.
- Understand and follow direction, oral and written.
- Use and operate various tools, equipment, and vehicles.
- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Adapt in a high-volume, fast-paced working atmosphere with multiple activities.

**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 graduation from high school, and two years of experience in building/construction trades and journeyman experience in at least one trade.

**Licenses and Certificates:**

Possession of a valid California driver's license is required by the date of hire, as well as the ability to achieve certification as a public pool operator and playground inspector within the first year of employment.

**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 weigh around 75 pounds and may occasionally weigh up to 100 pounds.
- Subject to inside and outside environmental conditions.
- May be required to traverse hilly and rocky terrain.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings, weekends, and holidays.