

CITY OF LOS BANOS

Job Description

POSITION TITLE	CUSTODIAN
DEPARTMENT	PUBLIC WORKS
EMPLOYMENT CATEGORY	REGULAR
EMPLOYMENT LEVEL	STAFF

DEFINITION

To perform duties related to the maintenance of City facilities and grounds; to perform the complete range of janitorial duties; to perform minor maintenance.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from a Foreman or other assigned department personnel.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Perform a wide variety of janitorial duties involving City offices.
- Sweep, vacuum, mop floors, vacuum and shampoo carpets, dust various areas including light fixtures and ceiling fans.
- Perform minor building maintenance repairs duties including painting, electrical, plumbing, carpentry, replace light bulbs as needed; report major building maintenance problems.
- Maintain janitorial supplies and notify appropriate person when supplies are low.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

Knowledge of:

- Methods, materials, and equipment used in custodial work, grounds maintenance work and in the routine painting and repair of public buildings.
- Safe work practices pertaining to areas of assignment.

Ability to:

- Clean and care for City facilities and grounds.
- On a continuous basis, know and understand operations and observe safety rules; intermittently analyze problem equipment; identify and locate maintenance issues; interpret work assignments; remember tasks and daily assignments; and explain maintenance issues to other staff.

- Intermittently, sit, bend, squat, climb, kneel and twist when performing maintenance on a facility; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 75 pounds or less.
- Understand and follow oral and written instructions.
- Exercise independent judgment and work with a minimum of supervision.
- Safely use a variety of custodial and grounds maintenance equipment, supplies and materials.
- Safely use a variety of tools and equipment used in the painting and repair of public buildings.
- Operate janitorial equipment as well as hand and power tools.
- Safely use and work from ladders.
- Maintain a safe, clean and efficient work environment at City facilities.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.

DESIRED QUALIFICATIONS

- Some custodial experience.

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