

# CITY OF LOS BANOS

## Job Description

<b>POSITION TITLE</b>	CUSTODIAN
<b>DEPARTMENT</b>	VARIOUS
<b>EMPLOYMENT CATEGORY</b>	PART-TIME
<b>EMPLOYMENT LEVEL</b>	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 Supervisor 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.

10/17