

# CITY OF LOS BANOS

## Job Description

<b>POSITION TITLE</b>	PUBLIC SAFETY CUSTODIAN
<b>DEPARTMENT</b>	POLICE
<b>EMPLOYMENT CATEGORY</b>	REGULAR
<b>EMPLOYMENT LEVEL</b>	STAFF

### **DEFINITION**

To perform duties related to the maintenance of police facilities, vehicles and grounds; to perform the complete range of janitorial duties; to perform minor maintenance; and to assist with the maintenance of the City's animal shelter.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from a Police Commander. May exercise general supervision over assigned 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 Police Department lobby, offices, restrooms, jail cells, and animal shelter.
- Sweep, vacuum, mop, wax, strip, and polish floors; vacuum and shampoo carpets.
- Operate and maintain a full range of power equipment such as buffers, extractors, pressure washers and carpet cleaners.
- Maintain Police Department grounds including mowing of lawns, weed abatement and control, planting, pruning and maintaining shrubbery around facilities.
- Perform minor building maintenance repairs duties including painting, electrical, plumbing and carpentry; report major building maintenance problems.
- Maintain patrol vehicles and radios.
- Assist with the maintenance of the City's animal shelter; assist with the feeding and care of animals.
- Prepare food for inmates as needed.
- Surveillance of, and interact with inmates as needed.
- Replace fluorescent and incandescent lamps; clean lighting fixtures and replace lenses.
- 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 Police Department facilities and grounds.
- Provide a safe and clean environment for inmates.
- Perform emergency first aid.
- 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 while preparing reports; 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.
- Safely use and work from ladders.
- 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**

- Custodial experience.

10/17