

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: CUSTODIAN I

DEPARTMENT: FLEET AND FACILITIES

BASIC FUNCTION:

Under general supervision, be responsible for the care, cleaning, and maintenance of city facilities; act as a liaison between the city and organizations that provide contract services; and to perform all other related work as assigned.

KEY RESPONSIBILITIES:

Plan, and coordinate the work of custodial operations at assigned building, to include:

- Routine cleaning services
- Periodic cleaning and special projects
- Service requests
- Equipment maintenance – clean, replace filters, unclog, minor repairs
- Maintain inventory of custodial supplies, materials, and equipment
- Safe working practices
- Identify and report maintenance issues at assigned facility
- Identify and report safety issues at assigned facility
- Liaison between the city and agencies that provide contract custodial services on an as needed basis
- Assist building staff with minor custodial requests that are within the scope of the regular cleaning schedule

Perform a variety of routine jobs related to custodial services.

- Lock and unlock doors
- Sweep, vacuum, mop, wax, scrub and polish floors
- Dust and polish furniture, woodwork, fixtures, countertops and equipment
- Clean windows, walls, doors and blinds
- Empty and clean waste receptacles
- Clean/disinfect restrooms – toilets, floors, counters, mirrors, fixtures, partitions, dispensers
- Clean/disinfect touchpoints
- As-needed emergency cleanup
- Maintain restroom supplies
- Replace lights and adjust shades and blinds
- Lock and unlock doors
- Pick up papers and other debris
- Serve as backfill for the department as needed

- Move and arrange furniture and equipment and set up rooms for special meetings or events
- Respond to requests for services per supervisor's instruction and/or direction

Operate, clean and maintain the following equipment

- Brooms and dusters
- Janitorial carts
- Rolling trash bins
- Rags, mops and buckets
- Spray bottles
- Powered equipment:
 - Vacuum cleaners
 - Backpack vacuums
 - Floor scrubbers
 - Floor polishers
 - Pressure washing systems
 - Steam cleaners
 - Carpet extractors
 - Powered sprayers
 - Floor sweepers

QUALIFICATIONS:

Knowledge of:

- Methods, materials, and equipment used in building housekeeping janitorial functions and light duty maintenance work
- Safe work practices
- Basic computer and phone skills: email, calendar, navigating apps and web-based systems

Ability to:

- Coordinate and schedule custodial maintenance of city facilities
- Train other custodial staff
- Maintain related records
- Work nights and odd shifts as required
- Clean and care for assigned areas and equipment
- Use a variety of custodial equipment and materials
- Understand and carry out verbal and written directions
- Establish and maintain cooperative relationships with those contacted in the course of work

- Practice city policies and procedures regarding custodial maintenance
- Work independently
- Demonstrate safe work practices

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to graduation from high school and two years' experience performing duties comparable to those of a custodian.

SPECIAL REQUIREMENT:

Possession of an appropriate California Driver's License.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to handle, feel or operate standard office and cleaning equipment; and reach with hands and arms. Positions in this class typically require: bending, balancing, stooping, kneeling, crouching, reaching, walking, lifting, talking, climbing, seeing and repetitive motions.

While performing the duties, employees of this class are regularly required to use written, ~~and~~ oral and electronic communication skills; and interact with staff, vendors, and others encountered in the course of work.

Employees are regularly required to lift, move furniture, move packages and objects that may weigh up to 50 pounds.

When performing work either inside or outside a facility, employees are subject to cleaning materials and supplies, chemicals, oils, and inadequate lighting.

DATE APPROVED: June 8, 2022