

CUSTODIAN

DEFINITION

Under supervision, performs janitorial and general maintenance duties in a court of appeal; performs related work as assigned.

CLASS CHARACTERISTICS

Custodian is the journey-level class of this series, fully competent to independently perform the full range of janitorial and general maintenance duties. This class is distinguished from the Lead Custodian in that the latter provides lead direction and work review to an assigned staff of custodians.

EXAMPLES OF DUTIES (*illustrative only*)

- Cleans offices, chambers, court rooms, conference rooms, libraries, and other court occupied space, including dusting, emptying trash cans, sweeping, mopping, vacuuming, scrubbing and waxing floors, and polishing desks, railings, and elevator railings.
- Cleans and disinfects restrooms and hallways.
- Responds to cleaning requests from court staff members; takes appropriate action.
- Moves office furniture and furnishings as requested.
- Replaces and cleans fluorescent lighting and air conditioning vents.
- Cleans interior windows and venetian blinds; vacuums drapes.
- Spot cleans and shampoos carpets; operates machinery to strip and wax floors.
- Performs minor building and equipment repair and maintenance such as painting, checking and cleaning exterior building drains, replacing pads and brushes on cleaning equipment, etc.; assembles furniture and equipment (such as shelving).
- May be required to use vehicle to pick up and/or deliver small quantities of cleaning and other related supplies and moving office equipment and furniture for the court.

WORKING CONDITIONS

- Wear specified safety equipment.
- Must be available to work evenings and overtime.

QUALIFICATIONS

Knowledge of:

- Methods, chemicals, disinfectant, and other materials used in janitorial work and routine building maintenance.
- Safe operation of a variety of cleaning equipment and tools.
- Basic office practices and procedures.

Ability to:

- Understand and follow oral and written directions.
- Safely operate a variety of cleaning equipment and tools.
- Lift and move equipment, boxes, furniture, etc. weighing up to 50 pounds.
- Comply with health and safety codes.
- Organize own work, set priorities, and meet critical deadlines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

May require possession of a valid California driver's license.

Education and Experience:

One year of experience performing janitorial and general maintenance work.