



JOB DESCRIPTION

MAINTENANCE CUSTODIAN

(Part-Time, 32 and 20 Hours Per Week, Year-Round)

DEFINITION

Under general supervision to administer and be responsible for the care, upkeep, cleaning, maintenance, and related duties as required of City buildings, related public facilities, and grounds; and to do related work as assigned.

EXAMPLES OF DUTIES: (These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) (E=Essential Duty; M=Major Portion of Time)

- Maintains floor areas, which includes sweeping, vacuuming, shampooing, mopping, waxing, stripping, and polishing. (E-M)
- Performs minor and/or basic carpentry, electrical, plumbing, and building maintenance work. (E-M)
- Moves, repairs, assembles, and installs furniture and equipment. (E-M)
- Opens and closes the Council Chambers and assists those utilizing the facility. (E)
- Performs minor maintenance work, such as replacing light fixtures and ballasts, regulation of ventilation and temperature, and setting alarms.
- Operates light duty equipment and machinery and be able to perform minor repairs and adjustments. (E)
- Dusts and cleans furniture and fixtures.
- Washes windows, walls, doors, and other surfaces.
- Cleans and maintains restroom and supplies. (E)
- May perform mail delivery and messenger work.
- Sweeps sidewalks and removes debris from immediate grounds and parking lots.
- Performs maintenance and cleaning of the Civic Center water fountain.
- Performs special custodial and maintenance work upon request of Department Heads or supervisory staff.
- Inspects facilities continually to assure security of all entrances.
- Trains, supervises, and evaluates temporary employees and Summer Youth workers.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Safe working practices.
- Effective use of chemicals, cleaning solutions, and equipment used in custodial work.
- Basic carpentry, electrical, and plumbing techniques.
- Basic methods, materials, tools, and equipment used in minor building maintenance.

Ability to:

- Understand and carry out oral and written instructions.
- Use cleaning materials and equipment with skill and efficiency.
- Work independently in the absence of supervision.
- Perform all physical aspects of assigned duties, including stooping, lifting, reaching, climbing ladders, and moving furniture and equipment.
- Perform semi-skilled tasks in the maintenance of buildings and related facilities.
- Perform heavy manual labor and lift up to 50 pounds.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Stand for periods of up to four hours at a time.
- Work various shift hours.

EXPERIENCE

Two years of custodial/maintenance experience.

EDUCATION

Completion of formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance.

SPECIAL REQUIREMENT

Possession of a valid Class C California Driver's License.

PROBATIONARY PERIOD

Employees serve a six-month probationary period. If performance is not satisfactory, an employee may be terminated without cause and recourse during this time.