

CITY OF REDWOOD CITY MAINTENANCE CUSTODIAN

DEFINITION

To be responsible for the care, upkeep, and cleaning of assigned buildings and related facilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Building Maintenance Supervisor.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Sweep, vacuum, shampoo, mop, wax, strip, and polish floors.

Dust and polish furniture, woodwork, fixtures, and equipment.

Wash windows, walls, ceilings, and doors.

Clean desks and countertops.

Empty and clean waste receptacles.

Clean and maintain supplies in restrooms.

Move and arrange furniture and equipment.

Replace lights and adjust shades and blinds.

Regulate ventilation and temperature.

Lock and unlock doors; turn lights and machines on and off; set alarms.

Pick up papers and other debris.

Maintain custodial supplies and equipment.

May perform or assist in performing minor and/or basic carpentry, electrical, plumbing and building maintenance work.

Operate light duty equipment and machinery.

Raise and lower flag.

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Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, materials, and equipment used in custodial work.

Safe work practices.

Procedures for requisitions and purchasing necessary materials and supplies.

Proper and effective use of chemicals and cleaning solutions.

Basic methods, materials, tools and equipment used in minor building maintenance.

Basic carpentry, electrical and plumbing techniques.

Ability to:

Understand and carry out oral and written instructions.

Clean and care for assigned areas and equipment.

Use a variety of custodial equipment and materials.

Perform all physical aspects of assigned duties, including stooping, lifting, reaching, climbing ladders, and moving furniture and equipment.

Work independently in the absence of supervision.

Mix chemicals and cleaning solutions.

Perform semi-skilled tasks in the maintenance of buildings and related facilities.

Experience and Training Guidelines:

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

Experience:

Two years of custodial experience, preferably including some contact with the general public.

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Education:

Equivalent to completion of the eighth grade.

Effective Date: February, 1985

Bargaining Group: Service Employees' International Union - Local 715