

CLASSIFICATION ADDENDUM

Job Title: Custodian

Classification Specification: Maintenance Assistant

Barg Unit: AFS, OPE

Pay Grade: A12-A13

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Custodian performs the routine cleaning and basic maintenance of buildings and offices. Cleans floors, carpets, windows, walls, and fixtures; uses various cleaning agents, chemicals, and solvents; completes routine minor cleaning equipment and building repairs/maintenance as needed; secures building and office entrances after custodial tasks are completed, and/or offices and buildings are closed to the public; participates in processes involving set-up, cleaning, and take-down of public meeting rooms. May serve as a lead worker of custodial unit. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of custodial cleaning and basic maintenance of buildings and offices.

Licensing Requirements:

- N/A

Knowledge:

- Practices, methods, procedures of office and building cleaning;
- Correct application and use of cleaning chemicals, solvents, detergents and finishes;
- Basic custodial work scheduling and coordination practices.

Skills: *(Demonstrated skill in performing the following)*

- Learning city and department procedures as they relate to cleaning and maintenance activities;
- Preparing accurate, timely reports;
- Learning basic building security techniques;
- Developing and maintaining a schedule and contingency plans for cleaning operations.

Qualification For Grade Progression: This position typically is appointed at journey level.

A12- Journey

A13 – Advanced/lead

Physical Requirements Addendum

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Medium Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis. Position requires the ability to lift objects that could weigh a maximum of 80 pounds.

Addendum History

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