

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Custodian	OFFICE/BRANCH/SECTION District 1/ Administration/Facilities	
WORKING TITLE Custodian	POSITION NUMBER 901-001-2011-xxx	EFFECTIVE DATE October 2014

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Under supervision of a Staff Services Manager I, incumbent is responsible for general cleaning of office, lab, shop, and common areas including but not limited to conference rooms, corridors, lobbies, cafeteria, common restrooms, and security lockup. Incumbent will receive functional guidance from the Associate Governmental Program Analyst. Incumbent is required to operate state vehicles to and from several locations in the Eureka area in performing assigned tasks. A valid driver's license is required.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40% E	Daily and nightly clean general office areas, associated common corridors, stairs, landings, lobbies and immediate building perimeters by performing the following tasks: sweeping, vacuuming carpeted floors, mopping, stripping or waxing tile or stone floors. Utilize proper equipment or tools to maintain floors; emptying trash receptacles by lifting plastic liners, clean ashtrays (exterior and entryways). Process recycled materials, dust and vacuum all air registers, clean modular systems or freestanding furniture or woodwork to remove dust and/or polish surfaces using cloths or dusting tools. Remove stains from carpet, area rugs, tile or stone floors using tools or equipment such as, but not limited to, a spray bottle and cleaning cloth appropriate for the surface, broom, brush, mop, carpet extractor, vacuum(s) and wet or dry products for cleaning spots. Wash both inside and outside windows; clean blinds or other window coverings. Straighten door mats; sweep outside landings and steps; clean and disinfect all hand rails and water facets. Water common area plants. Incumbent may perform small office moves or set-up and take down of conference facilities.
40% E	Clean common restrooms and cafeteria using tools commonly used in the industry by applying cleaning products to disinfect and cleanse floors, fixtures and walls by: wiping down and scrubbing toilet fixtures, sinks and sink countertops, faucets or plumbing fixtures, mirrors, toilet partitions and doors, dispenser cabinets. Maintain dust-free circulation fan in cafeteria; dust and vacuum all air registers. Restock all paper products using keys to unlock dispenser cabinets or dismantling pump dispensers to refill with liquid soap. Wipe down shower doors, stall walls and floors to diminish water spotting. Mop floors using disinfectants from wall-to-wall, including, but not limited to, around toilet fixtures and appliances. Maintain ornamental plants in and around buildings and parking areas; maintain parking areas, and clean walkways and sidewalks.
10% E	Perform periodic detail cleaning including but not limited to high (ceilings, walls, corners) and low (less than 3 feet above ground/floor level) dusting using tools such as dust cloths, brushes (fixed length or telescoping) vacuum extension tools, wall-to-wall vacuuming using upright, canister, wet/dry, back-pack or outside vacuum cleaners.
5% E	Routinely maintain assigned equipment, tools and storage areas for cleanliness and functionality. Promptly report repair equipment or tool repair and replacement needs to the supervisor to avoid breakdowns and ensure equipment and tools are consistently functional and available for use. Regularly inventory and prepare a list of products, supplies and/or tools individually used to be reordered in accordance with the inventory program to maintain sufficient levels of products, supplies, and tools. Attend or participate in safety-related,

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mandatory, and job-related training.

5% M Inform supervisor of broken fixtures, burned-out lighting, door(s) sticking or not latching, broken locks, elevator malfunctions; make recommendations for equipment, tools and products. Keep informed of industry-related changes to improve quality of cleaning. Replace light tubes or bulbs by climbing a ladder. Service restroom vending machines.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: methods, materials, chemicals, disinfectants and equipment used in janitorial work; and safety practices used in janitorial work.

Ability to: use and care for janitorial equipment and supplies; follow directions; communicate effectively at a level appropriate to the classification.

A valid driver's license is required for driving to and from various locations using state vehicles to perform duties.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to follow directions or error in judgment can result in injury to one's self or other state employees or the public. Misuse or misapplication of cleaning products can cause costly damage to state equipment.

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### PUBLIC AND INTERNAL CONTACTS

Daily contact with all levels of state employees. Occasional contact with vendors or salespersons or other contractors.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be in good physical condition; must be able to lift at least 40 pounds. Requires walking, bending, stooping, and kneeling; must have punctual attendance; and must treat others with respect

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### WORK ENVIRONMENT

Will be required to work odd shifts or at night; will work inside and outside office buildings ranging from single-story to high-rise (five floors); will wear unaltered State-provided uniform according to current policy; when working in the interior of the building, may need to use passenger or freight elevator to get self, equipment, or supplies from one floor to another floor; work involves exposure to unusual elements: such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and loud noises; work environment involves some exposure to hazardous chemicals or physical risks, which require following basic safety precautions; may work outdoors (parking lots) in all weather conditions, including rain, heat, and cold; work on surfaces which may be slippery or uneven; work in public-accessed areas; work in noisy areas or with noisy equipment or machinery; may require ability to work overtime.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE