

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b>	<b>DISTRICT/DIVISION/OFFICE</b>	
Custodian	04/Maintenance/Toll Collection	
<b>WORKING TITLE</b>	<b>POSITION NUMBER</b>	<b>EFFECTIVE</b>
Custodian	904-361-2011-XXX	July 2014

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

**GENERAL STATEMENT:**

Under the supervision of the Custodian Supervisor I and at times functional direction from Toll Collection Supervisors and Toll Collection Managers at the various bridges, the incumbent performs all necessary cleaning and custodial services within Toll Collection and adjacent areas at various Toll Bridges. The incumbent will be assigned to clean and maintain one or more of the State-owned toll bridges. Possession of driver's license desirable.

**TYPICAL DUTIES:** The incumbent has the following responsibilities:

- (50%-E) Daily: cleans up spills; empty and reline trash receptacles; empty ash trays; gather and dispose of all newspapers; wipe clean tables, chairs, stoves, counters and sinks in lunchrooms; clean and polish drinking fountains; restock soap, hand towel, toilet paper and tampon dispensers as needed; clean all restrooms fixtures; vacuum carpets and floor of toll booths; hot mop restroom floors; recheck and clean restroom prior to end of shift; wipe walls sweep roadway next to toll booth doors; and dispose of trash in dumpster with lid closed when done. Collect and forward revenue from tampon dispensers.
  
- (20%-E) Semi-weekly: damp dust counters and desk tops; wipe window sills; wet mop vinyl floors; wipe off all office furniture and phones; wash all mirrors, ash trays, trash containers, and dispensers; clean entry glass doors; sweep and clean all halls, stairways, elevators, and outside walkways; and pick up papers and small debris around toll plaza buildings.
  
- (15%-E) Weekly: sweep and mop inside stairs, dust off locker tops, doorway ledges, clocks and window sills and ledges; and hot mop toll booth floor mats. spider webs; and wash light fixtures.

(15%-E) Quarterly: strip, refinish and seal vinyl floors; wash venetian blinds; and wash all windows. Annually: move and clean under and behind all office furniture; replace office furniture to original position; and sweep around air conditioning units. Semi-Annually steam clean carpets. Semi-monthly: clean fan blades; wash finger marks; wash restroom wall tile; and wax and buff floors as necessary.

**SUPERVISION EXERCISED OVER OTHERS**

This position does not supervise.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:**

Care in performing all required cleaning services satisfactorily is necessary. The incumbent must possess knowledge of the most effective methods in cleaning offices, public buildings and other areas. The incumbent must also have knowledge of the most sanitary and safest methods involved in cleaning these areas as well as knowledge of chemicals and products for safe use in cleaning.

Additional desirable qualifications are a valid California Driver License and a completion of a course on proper use of cleaning chemicals and products.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

Unsatisfactory cleaning could result in an employee relation grievance and /or unsafe, unhealthful conditions.

**PUBLIC AND INTERNAL CONTACTS:**

The incumbent has personal contacts with other employees and the public; these contacts must be courteous and attentive.

**WORK ENVIRONMENT:**

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may also be required to work outdoors under varying levels of noise and extreme climatic conditions and at times, under artificial lighting.

