

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Custodian	District 3 Materials Lab	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Custodian	903-502-2011	

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 the direction of a Senior Transportation Engineer, the responsibilities of this position include: general cleaning of offices and common areas including but not limited to conference room, corridors, lobbies, cafeteria, and common restrooms. Incumbent will work in one location performing the above duties. Should possess a Class C Driver's License. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M)		
40%	E	Three times a week, cleans general office floors and associated common corridors and lobbies by performing the following tasks: sweeping, vacuuming, mopping, stripping, or waxing tile, stone or carpeted floors using proper equipment or tools to maintain floors; emptying trash receptacles by either lifting plastic liners or by lifting and turning bins upside down into a portable trash barrel; cleaning modular systems or free-standing furniture or woodwork to remove dust and/or polish surfaces using cloths or dusting tools; removing 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, vacuum(s) and wet or dry products for cleaning spots; wash both inside and outside windows; clean blinds or other window coverings; may perform small office moves or set-up/take-down of conference facilities.
40%	E	Three times a week, cleans common restrooms 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; re-stocking all paper products, using keys to unlock dispenser cabinets or dismantling pump dispensers to refill with liquid soap; wiping down shower doors, stall walls and floors to diminish water spotting; mopping floors using disinfectants from wall-to-wall, including, but not limited to, around toilet fixtures, and common restroom areas.
10%	E	Performs quarterly detail cleaning including but not limited to high (interior ceilings, interior/exterior walls and 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 maintains assigned equipment, tools and storage areas for cleanliness and functionality; promptly reports repair equipment or tool repair/replacement needs to the supervisor to avoid breakdowns and ensure equipment and tools are consistently functional and available for use; regularly inventories and prepares 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.
5%	M	Informs supervisor of broken fixtures, burned out lighting, door(s) sticking or not latching, broken locks, elevator malfunctions; makes recommendations for equipment, tools and products; keep abreast of industry related changes to improve quality of cleaning; attend or participate in safety-related training; replace light tubes or bulbs by climbing a ladder; service restroom vending machines.

1ESSENTIAL 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

This position does not supervise.

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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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

PUBLIC AND INTERNAL CONTACTS

Will work daily with all levels of state employees; may work with vendors or salespersons or other contractors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

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

WORK ENVIRONMENT

Will be required to work odd shifts or at night; will work inside and outside the office building. Will wear unaltered State-provided uniform according to current policy; when working in the interior of the building, 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.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE