

MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION

CLASS TITLE:	CUSTODIAN
DEPARTMENT:	GENERAL SERVICES
REPORTS TO:	CUSTODIAL SUPERVISOR

CLASS CODE: 3029
FLSA STATUS: N
DATE: 02/02

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under general supervision, maintains cleanliness of County buildings; maintains security of premises. Incumbents in this class perform basic cleaning of buildings.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Collects trash inside and outside of the building; disposes of trash and recyclables.

Cleans restrooms, sweeps, mops floors, changes dispensers, disinfects all areas.

Vacuums carpets and sweeps and mops all floors.

Strips and waxes floors; shampoos carpets.

Dusts all surfaces.

Cleans windows.

Maintains building security; monitors alarm system control.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Vacuum Cleaner	Floor Scrubbers	Cleaning Supplies and Equipment
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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

No prior experience or training is required; or,

Any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

LICENSES AND/OR CERTIFICATIONS:

Valid California Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Cleaning techniques, equipment, cleaning chemicals, and compounds and their proper uses.

Skill in:

Maintaining the cleanliness of buildings.

Operating all assigned equipment.

Mental and Physical Abilities:

Ability to read and comprehend instructions, correspondence and memos.

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.

While performing the essential functions of this job the employee is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, or bend; speak and hear; and lift and/or move up to 25 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 100 pounds.

Working Conditions:

Work is performed in a normal office environment with some exposure to outdoor temperatures or dirt and dust.

While performing the essential functions of this position the employee is occasionally exposed to fumes or airborne particles, risk of electrical shock, and toxic or caustic chemicals.

The incumbent's working conditions are typically moderately quiet.

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This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.