

CITY OF SIMI VALLEY

SENIOR CUSTODIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction, leads, oversees and participates in custodial services and basic maintenance for City buildings, facilities and transit buses; sets up rooms and other facilities for meetings and special events; and performs a variety of tasks relative to the assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Lead and participate in providing custodial services and basic maintenance of all City buildings, transit buses, vans, vehicles, and various other City facilities; provide lead supervision and training to assigned staff; verify attendance and provide initial approval for leave requests; and operate and maintain a wide variety of maintenance tools and equipment.
2. Ensure the practice of proper safety procedures; oversee and participate in safety and training sessions and seminars.
3. Oversee and participate in the development of goals and procedures for maintenance, operations and service.
4. Assist supervisors in their job duties, including scheduling, assigning and inspecting the work of staff; perform walk-through inspections of all City buildings to ensure quality control of custodial services provided.
5. Operate, oversee and participate in the operation of custodial equipment, including power and hand tools, high and low speed floor buffers, carpet cleaners, vacuums, extractors, scissor lifts and high lifts; monitor vehicles and equipment for preventative maintenance and perform light repair; oversee and participate in other maintenance work as assigned.
6. Troubleshoot and perform minor repairs to buildings, fixtures, and equipment as needed; clean transit bus and van passenger seats; clean driver area; clean interior walls and floor; remove gum and graffiti.
7. Empty and clean trash receptacles; sweep and scrub building floors; strip, seal, wax and buff tile floors; vacuum traffic areas; spot and shampoo carpets.
8. Dust and clean office furniture; clean upholstery, sofas and chairs as needed.
9. Hose down ramps, stairwells or other breezeways; clean interior and exterior windows and glass doors; disinfect and clean bathroom areas.
10. Replenish supplies and materials; replace burned out light bulbs; keep track of assigned supply inventory; collect recyclable materials.
11. Set up tables and chairs for daily activities; move and arrange furniture and equipment for special events and projects.
12. Perform security checks of buildings and facilities; observe and report unauthorized persons in City facilities.
13. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles of lead supervision and training.
Methods, materials, equipment and tools used in custodial work and basic maintenance.
Safe work practices.
Operational characteristics of cleaning equipment and materials.
Safe use and storage of cleaning chemicals.
Occupational hazards and standard safety practices.

Ability to:

Lead and train staff.
Assign tasks to lower level staff.
Independently perform the most complex custodial tasks.
Operate power and manual janitorial equipment.
Perform minor repairs on janitorial equipment.
Work independently in the absence of supervision.
Interpret written instructions and warning labels on cleaning chemicals.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to completion of the twelfth grade supplemented by specialized training in the area of work assigned.

Experience:

Four years of increasingly responsible custodial experience. Lead or supervisory experience desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Indoor and outdoor environment; travel from site to site; exposure to waste and infectious materials, noise, dust, grease, smoke, fumes, gases, and toxic materials.

Physical: Sufficient physical ability to perform moderate or light lifting; walking or standing for prolonged periods of time; bending, stooping, kneeling, crawling; operating motorized equipment and vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.