



Career Service Authority
Custodial Trainee

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GENERAL STATEMENT OF CLASS DUTIES

Performs trainee level work in the performance of routine custodial duties.

DISTINGUISHING CHARACTERISTICS

This class performs trainee level custodial work with the following requirements: minimum length of time in training class is 6 months and a maximum of 1 year. The Custodial Trainee is distinguished from the Custodian that performs standard interior and exterior janitorial/minor maintenance duties involving cleaning and disinfecting city facilities and public domains and performs grounds keeping duties including snow removal.

Guidelines, Difficulty and Decision Making Level:

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions is relayed and/or provides a service according to established procedures or instructions.

Level of Supervision Exercised:

No supervisory duties.

ESSENTIAL DUTIES

Trains in and develops acceptable work habits and behaviors required in a structured work environment.

Trains in and performs work procedures related to the assignment and participates in vocational training offered by the employee agency including training courses provided by Career Service Authority.

Trains in and observes safety procedure and rules.

Learns to identify, use, and maintain tools and equipment and trains in the methods, materials, and procedures used to clean City facilities.

Performs routine janitorial and maintenance duties.

Trains in simple recordkeeping, report writing, and forms completion.

Pursues training through community organizations and educational institutions as required.

Performs increasingly more responsible work as the employee gains experience and independently performs assigned duties.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Integrity/Honesty – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Reading – Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

Writing – Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Customer Service – Works and communicates with clients and customers to satisfy their expectations and is committed to quality services.

Flexibility – Is open to change and new information, adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles, and deals effectively with ambiguity.

Agility – Bend, stretches, twists, or reaches out with the body, arms, or legs.

Eye-Hand Coordination – Accurately coordinates one's eyes with one's fingers, wrist, or arms to perform job-related tasks (for example, to move, carry, or manipulate objects).

Stamina – Exerts maximum muscle force to lift, push, pull, or carry objects and performs moderately laboring work.

Physical Strength – Exerts maximum muscle force to lift, push, pull, or carry objects and performs moderately laboring work.

Hazardous Materials – Knowledge of hazardous materials and waste and their uses, interactions, dangers, production, handling, storage, and disposal.

Attention of Detail – Is thorough when performing work and conscientious about attending to detail.

Memory – Recalls information that has been presented previously.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering an object 25 – 50 pounds.

Far acuity: ability to see clearly at 20 feet or more.

Near acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Working Environment:

Temperature Changes: variations in temperature from hot to cold.

Wet: frequent contact with water or other liquid.

Hazards: conditions where there is danger to life, body, and/or health.

Atmospheric Conditions: conditions that affect the skin or respiratory system.
Exposed to hazards from electro/mechanical/power equipment.
Exposed to housekeeping/cleaning agents/chemicals.
Exposed to infection from disease-bearing specimens.
Exposed to the risk of blood borne diseases.
Exposed to toxic chemicals.
Exposed to unpleasant elements (accidents, injuries, and illness).
Subject to burns and cuts.
Subject to injury from moving parts of equipment.

Education Requirement:

Graduation from high school or possession of a GED Certificate is desirable.

Experience Requirement:

None.

Licensure and/or Certification:

Must be at least 16 years of age at the time of application.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 07/12/2009

REVISED BY: Patricia Anderson

CLASS HISTORY 7/2009 - This class specification has been revised and updated and placed in the new class specification format.