



## Career Service Authority

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# Custodian

### **GENERAL STATEMENT OF CLASS DUTIES**

Performs standard level interior and exterior janitorial/minor maintenance duties involving cleaning and disinfecting City facilities and public domains and performs grounds keeping duties including snow removal.

### **DISTINGUISHING CHARACTERISTICS**

This class performs standard interior and exterior janitorial/minor maintenance duties. This class is distinguished from the Custodial Supervisor that performs supervisory duties over custodial workers in city facilities and public office buildings. The Custodian is distinguished from the Custodial Trainee that performs trainee level work in the performance of routine custodial duties.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

#### ***Level of Supervision Received and Quality Review:***

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

#### ***Level of Supervision Exercised:***

By position, performs lead work.

## ESSENTIAL DUTIES

Performs interior custodial duties including mopping, dusting, and vacuuming and uses mechanical floor cleaners to polish, buff, strip, and wax floors.

Performs exterior custodial/maintenance duties including snow removal, mowing lawns, pulling weeds, watering plants and lawns, raking leaves, picking up litter, and clearing dumpster areas and operates light machinery powered by small engines as necessary.

Removes waste and soiled linens from work area and gathers and disposes of trash and waste which may contain hazardous materials.

Cleans and disinfects all fixtures, floors, mirrors, windows, doors, and walls including those in kitchens, bathrooms, utility rooms, locker rooms, weight rooms, holding cells, and other work areas and restocks supplies as needed.

Moves, removes, and relocates furniture, furnishings, and equipment.

Observes all common safety practices associated with small engine and other equipment operations.

By position, performs hospital cleaning procedures including beds, bed frames, walls, floors, light fixtures, drapes of patient rooms, and other terminal cleaning procedures and prepares rooms for new occupants including washing and making bed, and follows isolation procedures in isolation rooms.

By position, performs minor maintenance repairs such as unstopping toilets and sinks, repairing furniture/fixture, and replaces burned out light bulbs.

By position, assists in training, scheduling, and checking the work of other employees.

Performs other related duties as assigned or requested.

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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.

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## 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.

**Interpersonal Skills** – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

**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.

**Self Management** – Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

**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.

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

**Technical Competence** – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

**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.

**Teaching Others** – Helps others learn through formal or informal methods, identifies training needs, provides constructive feedback, coaches others on how to perform tasks, and acts as a mentor.

**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:***

By position, possession of a valid driver's license at the time of application. Possession of a valid Colorado "R" Driver's License prior to the end of probation.

**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.