

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

03-22-2012

CUSTODIAN, 3156

Summary of Duties: Performs a variety of cleaning and janitorial tasks in City buildings and minor ground-keeping tasks adjacent to said buildings including keeping police, medical clinic and laboratory facilities in a clean and sanitary condition; and does related work.

Distinguishing Features: A Custodian normally performs building cleaning and routine grounds maintenance activities according to a predetermined schedule working either independently or as part of a crew; work may be performed at various hours and days on varied shifts. Assignments are generally received by means of routine oral or written instructions or established procedures, and work performed is subject to periodic inspection. Certain hazards may be encountered in connection with the washing of windows, working on scaffolds or ladders, and heavy lifting. A Custodian may have to use courtesy and tact in directing the public or answering questions.

Examples of Duties: A Custodian:

- Cleans tiles, floors, stairways, hallways, rest rooms, waiting rooms, offices, shower rooms, and locker rooms;
- Cleans and disinfects jail cells, mattresses, and treatment rooms;
- Cleans, dusts, and polishes filing cabinets, furniture, coat racks, and book shelves;
- Mops and waxes floors;
- Vacuums and shampoos carpets;
- Washes and dusts ceilings, walls, electric fixtures, kitchen equipment and utensils, and window shades;
- Replenishes restroom supplies;
- Washes and polishes windows, table tops, bookcases, drinking fountains, and skylights;
- Cleans and polishes nickel and brass work on door panels, hand railings, elevators, escalators, doorknobs, and plates;
- Empties wastebaskets and trash boxes;
- Moves and arranges chairs, tables, appliances, and other furniture and miscellaneous objects for scheduled activities, as needed;
- Replaces electric light globes and fluorescent lamps;
- Operates and maintains wall washing machines and electric scrubbers, buffing machines, and wax spraying machines;
- Operates power sweepers;
- Sweeps and washes cement walks, loading docks, driveways, parking lots, and sidewalks;
- Picks up debris;
- May rake leaves, mow lawns, and water trees, shrubs, lawns and flower beds;
- Prepares food for animals at the Los Angeles Zoo;

- May change bedding and sort and count linens at a jail, medical facility, or other quarters where staff may be stationed;
- Incidentally secures facility, including making rounds, locking doors, closing windows, turning off lights, watching suspicious persons, and looking for fire and other hazards;
- Occasionally operates passenger and freight elevators in connection with cleaning activities;
- May run errands and deliver materials;
- May operate vehicles incidental to duties;
- May take weekly inventory of supplies;
- May clean tenant facilities and respond to tenant requests for custodial service;
- May make minor plumbing repairs and clear minor plumbing stoppages;
- May stock/put away custodial supply deliveries; and

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A Custodian must have the following knowledge and abilities:

Knowledge of:

- Cleaning methods, materials, chemicals, disinfectants, and custodial and kitchen equipment and their care and general maintenance requirements;
- Safety practices as applied to custodial and kitchen clean up work;
- Safety practices as applied to the use of ladders, scaffolds, safety belts, and kitchen equipment;
- Fire prevention and control; and
- Cleaning machinery and equipment.

Ability to:

- Operate electric cleaning and other light custodial and kitchen equipment;
- Do sustained physical work;
- Handle fragile items carefully;
- Understand and follow oral and written directions;
- Deal tactfully and effectively with other employees and the public; and
- Possess sufficient communication skills to understand and carry out work instructions.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitation.

Minimum Requirements: One year of full-time paid experience in custodial work.

Because this class may be exposed to and may have responsibility for property, candidates who have police records for theft, burglary or similar crimes may be disqualified.

License: A valid California's driver's license may be required for some positions.

Physical Requirements: Strength to perform average lifting up to 35 pounds and occasionally over 70 pounds; and good eyesight.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.