STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

GS 907T (REV. 08/01)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.	RPA- **11024,11248- FMD**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Facilities Management Division	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Bay Region–San Jose Management–Alfred Alquist Bldg.	CLASS TITLE Custodian
WORKING DAYS AND WORKING HOURS Monday through Friday, Night shift 3:00pm to 11:30pm	SPECIFIC LOCATION ASSIGNED TO 100 Paseo de San Antonio, San Jose, CA 95113
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-473-2011-937

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Custodian Supervisor II, the incumbent is responsible for the daytime cleaning of general offices and common areas including but not limited to board/hearing rooms, corridors, lobbies, bus ramps, garages and common restrooms in the San Jose Management Unit located in the San Francisco Bay Region.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*

The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

The Bay Region, San Jose Management Unit, Alfred Alquist State Building is located at 100 Paseo de San Antonio, San Jose, CA 95113. The San Jose Management Unit is responsible for the San Jose State Building that occupies a three-story building with approximately 130,000 square feet of office space, and the partial service buildings: Cal Trans-District 4, single story with 14,000 square feet; CHP is a two-story building with 6,512 square feet; and the EDD is a single-story building with 28,466 square feet for a combined total of 178,978 square feet.

SPECIAL REQUIREMENTS

Medical Evaluation

This position requires a Medical Evaluation clearance.

DUTIES

All work to be accomplished in accordance with guidelines of the DGS, Facilities Management Division (FMD) manuals, Real Estate Services Division (RESD) and FMD strategic plans and the Excellence in Public Buildings Initiative.

The incumbent applies sustainable (environmentally safe) work practices in the operation and maintenance of all building systems and equipment.

ESSENTIAL FUNCTIONS

Applies sustainable (procedures intended to create an effective/efficient job product within shifts and/or to use environmentally and friendly [green] products) work practices to uphold efficient and effective individual and team job performance and best practice facility maintenance, cleans common interior and outside, including bus ramp areas to maintain high level of cleanliness needed as a result of day use by occupants and/or visitors. Custodian operates systems or equipment such as a freight or passenger elevator to travel throughout the building(s) to assigned work areas.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

DUTY STATEMENT

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
	Custodian operates upright, canister, wet/dry, backpack or outside vacuum cleaners, pressure cleaners and other equipment and machinery, including but not limited to, trash compactors, balers, etc. This job requires considerable physical activity that requires heavy physical work; heavy lifting, moving, pushing or pulling required of objects up to 50 pounds. Responsibilities include but are not limited to:
30%	**General Office Cleaning** Cleans general office floors and associated common corridors and lobbies daily by performing the following tasks: • Sweeping, vacuuming or mopping tile, stone or carpeted floors using equipment or tools to maintain tile, stone, carpeted or concrete floors. • Empties trash receptacles by either lifting plastic liners or by lifting and turning bins upside down into a portable trash barrel for pushing to another disposal site. • Cleans modular systems or free standing furniture or woodwork to remove dust or polish surfaces using cloths or dusting tools and/or green polishing products. • Removes stains from carpet, area rugs, tile or stone floors using tools or equipment such as, but not limited to, a spray bottle and cleaning cloth appropriate for the surface, broom, brush, mop, vacuum(s) and wet or dry green products for cleaning spots.
30%	**Restroom Cleaning** Cleans common and/or executive restrooms daily for the daily use by employees and/or clients by using tools commonly used in the industry applying green cleaning products to disinfect and cleanse floors, fixtures and walls by performing the following tasks: • Wiping down and scrubbing toilet fixtures, sinks and sink countertops, bright work, mirrors, toilet partitions and doors, dispenser cabinets. • Restocking all paper products, using keys to unlock dispenser cabinets or dismantling pump dispensers to refill with liquid soap. • Wiping down shower doors, stall walls and floors to diminish water spotting. • Mopping floors using disinfectants from wall-to-wall including, but not limited to, around toilet fixtures.
10%	**Equipment, Tools and Supplies Tasks** Routinely maintains assigned equipment, tools and storage areas for cleanliness and functionality. Promptly reports repair equipment or tool repair/replacement needs to Supervisor(s) to avoid breakdowns and ensure equipment and tools are consistently functional and available for use. Regularly inventories and prepares a list of products, supplies and/or tools individually used to be reordered in accordance with the inventory program overseen by the Supervisor(s) to maintain sufficient levels of products, supplies and tools.
10%	**Periodic Tasks** Performs periodic detail cleaning including but not limited to high (ceilings, walls, corners) and low (less than 3 feet above ground/floor level) dusting using tools such as dust cloths, brushes (fixed length or telescoping), vacuum extension tools, wall-to-wall vacuuming using upright, canister, wet/dry, back-pack or outside vacuum cleaners.
10%	**Health and Safety** In addition to direction from the Supervisors and the FMD Environmental Safety and Health Unit, promotes the health and safety programs to comply with laws and regulations, Safety training (AB 2189); Injury and illness prevention (IIPP and SB 298); Worker's Compensation (Title 8 and SB 198) for the health and welfare of self, of other employees and the public by performing in the following manner: • Reports to supervisors and/or other FMD staff to dispatch skilled or unskilled staff to mitigate and/or abate any unsafe condition observed or reported within the building and adjacent grounds. • Applies the FMD ESHOP written guidelines and directives established to fulfill the Occupational Health and Safety Administration Division (OSHA) requirements. • Participates in a team environment to execute the plans for Emergency Response, Disaster Recovery and Business Resumption, Hazardous Materials and Waste Manifest to enact prompt mitigation responses upon notice.

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	• Attends training for how to handle hazardous material handling and how to use environmental safeguards. • Attends on-going safety training as scheduled by the Supervisor(s).
5%	**Additional Responsibilities** Informs Supervisor(s) to effect prompt communication of work needs seen on assigned routes that may be delegated to others including, but not limited to, broken restroom dispensers or fixtures, burned out lighting, door(s) sticking or not latching, broken locks, elevator malfunctions. Covers for sick or vacation relief as determined by Supervisor(s) to balance out staffing shortages and to maintain steady availability of staff. Coverage could involve temporary shift or building change.
5%	**MARGINAL FUNCTIONS** • Makes recommendations for training or equipment, tools or product needs to keep the custodial team abreast of technological and industry related changes to improve quality of cleaning. • May use record keeping systems such as Maximo to write, issue and/or complete general, preventive or repair work tickets as needed and Project Accounting and Leave (PAL) to record hours and submits to Supervisor(s). • May serve as the Unit Safety Coordinator lead to do thorough routine inspections of state owned buildings for custodial safety requirements, hold training classes attended by up to 20 custodians reading course material prepared by others or playing training videos and gathering sign-in sheets to submit to Supervisor(s). • Replaces light tubes or bulbs by climbing a ladder. • Cleans high areas by using a ladder. • May services restroom vending machines on a regular monthly schedule. Gather, count and roll coins retrieved from machines. Count and replace product used. Complete inventory reconciliation form. Submit all to Supervisor(s) or other FMD designee. **KNOWLEDGE AND ABILITIES:** ***Knowledge of:*** Methods, materials, chemicals, disinfectants and equipment used in custodial work, safety practices in custodial work. ***Ability to:*** Use and care for custodial equipment and supplies; follow directions; read and write at a level appropriate to the classification. **DESIRABLE QUALIFICATIONS** • The incumbent should possess and maintain a valid California Driver's License, Class C in order to drive self, supplies and/or equipment from one job site to another while driving a State vehicle in order to perform the duties of the Custodian in the San Jose Alfred Alquist State Building, Bay Region. **SPECIAL PERSONAL CHARACTERISTICS** • Exhibit professional working manner, poise, tact and discretion to deal effectively in a team environment. • Display a demonstrated interest in assuming increased responsibilities. • Use initiative and work independently. • Display mature and exercise good judgment. • Evaluate situations accurately and take effective action. • Use resources and tools effectively. • Learn and apply specific laws, rules, policies and procedures. • Ability to organize time efficiently and set effective priorities. • Good attendance record and history of punctuality required. **INTERPERSONAL SKILLS** • Good public and fellow-employee interaction skills. • Efficiency, conscientiousness and professionalism.

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WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

WORK ENVIRONMENT

- Work in low-rise (6 floors and lower) to high-rise (7 floors and higher) office-building environment.
- Wear unaltered FMD supplied uniforms according to current uniform requirements.
- May need to use passenger or freight elevator to get self, equipment or supplies from one floor to another floor.
- Work involves exposure to unusual elements, such as extreme temperatures, dust, fumes, unpleasant odors, and loud noises.
- Work environment involves some exposure to hazardous chemicals or physical risks, which require following basic safety precautions.
- Work in public-accessed areas.
- Work in noisy areas or with noisy equipment or machinery.
- Work in any facility within the regional location.
- May encounter live or dead insects, reptiles, rodents or other wildlife in the performance of duties.
- May require ability to work overtime.
- Work in confined spaces, i.e., ceiling, crawl spaces, and mechanical equipment spaces.
- Work in inclement weather including rain, heat, and cold.

PHYSICAL ENVIRONMENT

- Typical work activities involve frequent and prolonged periods of standing, walking extended distances, bending, stooping, kneeling, crawling or squatting while performing duties.
- Repetitively grip, grasp, and manipulate hand movement while using tools or power equipment applicable to job being performed.
- Climb stairs or ladders, use power and noise producing tools or equipment.
- Reach or stretch by extending hand(s) or arm(s) in any direction.
- Reach high spaces by climbing a ladder or operating a lift.
- Wear safety equipment during the performance of duties, i.e., ear plugs when working in machine spaces; dust masks when exposed to harmful dust particles, eye goggles when expose to airborne particles, cloth gloves when working with abrasive materials, rubber boots or raingear and back support.
- Visual inspection of the operation of machinery/equipment or sound of proper operating machinery/equipment.

MENTAL ABILITIES

- Read, write and understand written and verbal communication in English in order to follow instructions on manufacturer's label for use of and/or mixture of products and enforce safety procedures.
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions or decimals.
- Apply common sense in personal safety and safety of equipment being used in the performance of duties.