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- **11042-BPM**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY	POSITION NUMBER (Agency - Unit - Class - Serial)
Building and Property Management Branch	308-057-2011-937
UNIT NAME AND CITY LOCATED	CLASS TITLE
Region II - Stockton Management Unit	Custodian
WORKING DAYS AND WORKING HOURS	SPECIFIC LOCATION ASSIGNED TO
Monday through Friday 3:00 a.m. to 11:30 a.m.	CalTrans Complex, 1976 E. Martin Luther King Jr. Blvd., Stockton
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)
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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 and/or the Building Manager, responsibilities include general cleaning of general offices and common areas including but not limited to board/hearing rooms, corridors, lobbies, garages and common restrooms.

% 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 Stockton Management Unit is comprised of several buildings located within the area. The Caltrans-District 10 Complex is comprised of approximately 21 buildings, the largest building being the 4-story Headquarters building at 63,500 SF and a combined square footage of 123,000 for all 21 buildings. The Caltrans Complex is located in south Stockton on East Martin Luther King, Jr. Blvd. The total square footage for the Stockton Management Unit is approximately 312,679. The following buildings are under the Stockton Management Unit:

63,548 sf Stockton State Building, 31 East Channel
35,500 sf EDD Modesto, 135 West Fremont St
26,000 sf EDD Modesto, 518 12th Street
7,100 sf DMV Stockton, 710 North American
4,383 sf CalTrans Equipment Office, 1603 South B St
4,352 sf CalTrans Building 7, 1604 South B St
4,000 sf CalTrans Building 10, 1690 South B St
3,410 sf CalTrans Design Bldg, 1976 E. MLK, Jr. Blvd.
2,880 sf CalTrans Building 4, 1976 E. MLK, Jr. Blvd.
1,984 sf CalTrans Shop, 1690 South B St
1,458 sf CalTrans Training, 1604 South B St
1,386 sf CalTrans Maintenance, 1976 E. MLK, Jr. Blvd.
500 sf CalTrans Maintenance, 312 S. Lincoln St
63,560 sf CalTrans HQ, 1976 E. MLK, Jr. Blvd.
31,933 sf DOJ Forensic Lab, 1306 Hughes Lane, Ripon
7,666 sf CalTrans Lab, 1979 E. MLK, Jr. Blvd.
5,800 sf Cal Trans Construction, 1690 South B St
4,352 sf CalTrans Building 6, 1604 South B St
4,000 sf CalTrans Service, 1690 Sough B St
3,750 sf CalTrans Communication, 1604 South B St
2,880 sf CalTrans Building 3, 1976 E. MLK, Jr. Blvd.
2,560 sf CalTrans Building 8, 1604 South B St
1,810 sf CalTrans Maintenance, 1976 E. MLK, Jr. Blvd.
1,440 sf CalTrans Building 15, 1604 South B St
500 sf CalTrans Maintenance Lodi, 845 East Pine St

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

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)*
	DUTIES All work to be accomplished in accordance with guidelines of the Department of General Services (DGS)/ Building and Property Management (BPM) manuals, Real Estate Services Division (RESD) and BPM strategic plans and the Excellence in Public Buildings Initiative. **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. **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. 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** Daily cleans general office floors and associated common corridors and lobbies by performing the following tasks: • Sweeps, vacuums or mops 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 using tools commonly used in the industry applying green cleaning products to disinfect and cleanse floors, fixtures and walls by performing the following tasks: • Wipes down and scrubs toilet fixtures, sinks and sink countertops, bright work, mirrors, toilet partitions and doors, dispenser cabinets. • Restocks all paper products, using keys to unlock dispenser cabinets or dismantling pump dispensers to refill with liquid soap. • Wipes down shower doors, stall walls and floors to diminish water spotting. • Mops 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 BPM Environmental Safety and Health Unit, promotes the health and safety programs to comply with laws and regulations, Safety training (AB 2189); Injury and illness

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	prevention (IIPP and SB 298); Worker's Compensation (Title 8 and SB 198.) for personal health, the welfare of other employees and the public by performing in the following manner: • Reports to supervisors and/or other BPM 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 BPM 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. • Acquires knowledge of hazardous material handling and environmental safeguards by attending training courses. • 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, etc. 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 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. • Services restroom vending machines on a regular monthly schedule. Gathers, counts and rolls coins retrieved from machines. Counts and replaces product used. Completes inventory reconciliation form. Submits all to Supervisor(s) or other BPM designee. **KNOWLEDGE AND ABILITIES:** ***Knowledge of:*** Methods, materials, chemicals, disinfectants and equipment used in custodial work; and safety practices in custodial work. ***Ability to:*** Use and care for custodial equipment and supplies; follow directions; and communicate at a level appropriate to the classification. **SPECIAL REQUIREMENTS** • If selected, you will be required to submit to a Medical Evaluation and receive clearance prior to being hired. **SPECIAL PERSONAL CHARACTERISTICS** • Exhibit professional working manner, poise, tact and discretion to deal effectively in a team environment. • A demonstrated interest in assuming increasing responsibility. • Use initiative and work independently. • Display maturity 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.

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ADDITIONAL QUALIFICATIONS

- Good attendance punctuality record.
- Possession of a valid California Driver's License, Class C to drive self, supplies and equipment from job sites to job sites.

INTERPERSONAL SKILLS

- Good public and fellow-employee interaction skills.
- Efficiency, conscientiousness and professionalism.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

WORK ENVIRONMENT

- Office building may be 1 to 4 stories.
- Wear unaltered BPM supplied uniforms according to current policy.
- 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, dirt, 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.
- 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 conditions, including rain, heat and cold.
- Work in any facility within the regional location.

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 or 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.
- Considerable physical activity. Requires heavy physical work, heavy lifting, pushing, or pulling required of objects up to 50 pounds.
- 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 exposed 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, understand, follow and enforce safety procedures.
- Understand written and verbal communication.
- Read, understand, and follow instructions on manufacturer's label for use of products.
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions or decimals.
- Apply common sense in personal safety and the safety of equipment being used in the performance of duties.