

**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-

**011175 - BPM**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> Facilities Management Division (FMD)	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> - - -
<b>UNIT NAME AND CITY LOCATED</b> Region III – Department of Justice - Sacramento	<b>CLASS TITLE</b> Custodian Supervisor II
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8am to 4:30pm	<b>SPECIFIC LOCATION ASSIGNED TO</b> 4949 Broadway, Sacramento
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 308-062-2002-010

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 Office Building Manager, the incumbent is responsible for supervising the custodial staff. Responsibilities include safety, property inventory, employee development and training, custodial supply inventory and ordering. Executive level of cleaning and maintenance is expected to be maintained at all times.

<b>% of time performing duties</b>	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. <i>(Use additional sheet if necessary)</i>
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*The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers 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 managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.*

The Department of Justice Management Unit is located in Sacramento, CA in Region III and includes facilities consisting of 382,130 sq. ft., has approximately 1900 tenants and operates 24-hours per day, 7 days per week. The incumbent applies sustainable (environmentally safe) work practices in the operation and maintenance of all building systems and equipment

**SPECIAL REQUIREMENT**Medical Evaluation

This position requires Medical Evaluation clearance.

Background Evaluation

This position requires Background Investigation clearance.

**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

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GS 907T (REV. 03/05)

**RPA 011175-BPM**

% 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. <i>(Use additional sheet if necessary)</i>
30%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>In order to ensure clean buildings in accordance with Departmental, Best Practices, and industry standards, and using MS Office, ABMS, PAL and Maximo, responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Schedules custodial shifts, and enters daily attendance records and injury reports.</li> <li>• Summarizes daily building activities and staff attendance and completed assignments on the Supervisor's Daily Report, and submits this to immediate supervisor each day.</li> <li>• Conducts daily inspections of work performed by custodial staff, and submits weekly written inspection reports for all staff route assignments to the immediate supervisor.</li> <li>• Inspects assigned work areas for maintenance related work items, and entering the information in Maximo Work Request to generate work tickets to engineering and maintenance staff.</li> <li>• Organizes and maintains records, files and technical listings of equipment.</li> </ul>
20%	<p>In order to supervise custodial staff in accordance with California Department of Human Resources (CalHR) and State Personnel Board (SPB) laws and rules, Bargaining Unit Agreements guidelines, DGS policies and guidelines and Worker's Compensation and Cal-OSHA guidelines:</p> <ul style="list-style-type: none"> <li>• Evaluates performance and provides training using FMD appraisal forms.</li> <li>• Provides injured employee with the Employee's Claim For Worker's Compensation Benefits (SCIF 3301) and completes the SCIF Occupational Injury Report (SCIF 3067).</li> <li>• Follows departmental Return to Work and Bargaining Unit Agreement guidelines for the purpose of returning employees to full duty.</li> <li>• Encourages staff participation in departmental training for upward mobility purposes.</li> </ul>
20%	<p>In order to maintain supply, products, tools and equipment inventories following Procurement, SAM, FMD, DGS guidelines and industry standards:</p> <ul style="list-style-type: none"> <li>• Determines supply, product, tool and equipment needs according to system specifications.</li> <li>• Gathers prices and makes comparisons using catalogs, the Internet, and vendor and supplier prices and estimates.</li> <li>• Recommends appropriate purchases according to comparisons.</li> <li>• Completes and submits requisition forms, and obtains manager/supervisor approval as dictated by purchasing guidelines.</li> <li>• Assigns personally performs inventory by doing a physical and visual count.</li> <li>• Records inventory count using FMD forms.</li> </ul>
15%	<p>Maintains a safe and healthful environment for the benefit of all employees and the public, under direction of the Office Building Manager III, and FMD Environmental Safety and Health Unit (ESHOP), in compliance with laws and regulations, the Occupational Safety and Health Administration (OSHA), Safety Training (AB 2189), Injury and Illness Prevention (IIPP and SB 298), Workers' Compensation (Title 8 and SB 198), by promoting the health and safety programs as follows:</p> <ul style="list-style-type: none"> <li>• Attends training in the handling of hazardous materials and use of environmental safeguards.</li> <li>• Participates in updating IIPP plans and records by completing reports and coordinating with the designated Branch coordinator.</li> <li>• Serves as the Unit Safety Coordinator lead to do thorough routine inspections of state owned buildings for custodial safety requirements. Holds monthly safety training classes attended by up to 20 custodians (reads training material prepared by others or plays training videos). Gathers sign-in sheets to submit to Building Manager.</li> <li>• Participates in and/or leads team in executing the plans for Emergency Response, Disaster Recovery and Business Resumption, and Hazardous Materials and Waste Manifest.</li> </ul>
10%	<p><b>Administrative and Supervisory Responsibilities/Employee Performance</b></p> <p>In order to effectively manage, coach, and direct subordinate staff and provide administrative support which include, but not limited to employee leave accounting and employee performance records in accordance with DGS policies and guidelines, Memorandum of Understanding provisions, and CalHR laws and rules:</p> <ul style="list-style-type: none"> <li>• Grant or deny staff requests for time off or request to work overtime and validate that staff has</li> </ul>

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5%	<p>sufficient leave credits available for requested leave.</p> <ul style="list-style-type: none"> <li>• Approve or deny PAL entries for staff within three working days after the completion of the pay period (to ensure correct issuance of SCO warrants and proper recording of time spent on work for internal clients).</li> <li>• Identify performance expectations utilizing probationary reports and/or Individual Development plans and convey expectations to staff via written and verbal communication/direction.</li> <li>• Monitor performance through various production documents, supervisor's daily reports, personal observations, one-on-one meetings and by following-up with employee to ensure that performance expectations are being met.</li> <li>• Provide feedback to staff regarding performance, noting exceptional performance as well as areas of improvement through regular discussions.</li> <li>• Sustain employee performance using the departmental constructive intervention and progressive discipline principles and processes.</li> <li>• Assess and provide staff training, methods, priorities and deadlines and approve formal training plans necessary to perform tasks effectively.</li> <li>• Prepare daily, weekly and monthly management unit reports to Office Building Manager using established forms and report formats.</li> <li>• Follow the Request for Personnel Action (RPA) process for recruitment of vacant or new positions.</li> <li>• Review the duty statement and organizational chart provided by the Personnel Liaison (PL) for accuracy on the specific position being recruited.</li> <li>• Conduct hiring interviews after verifying eligibility with the Office of Human Resources (OHR) staff.</li> <li>• Advise all appropriate personnel of candidate selection/proposed hire securing departmental approvals, ensuring pre-hiring requirements (documents) are completed and cleared by OHR, and proposed start date has been communicated to OHR through telephone or email communication.</li> </ul> <p><b>MARGINAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Acts as backup, as directed by FMD managers or supervisors, at any regional facility, in order to ensure continuous and efficient custodial operations.</li> <li>• Makes recommendations for training or equipment, tools or products to keep the custodial team abreast of technological and industry related changes to improve quality of cleaning program.</li> <li>• May service restroom vending machines on a regular monthly schedule. Gathers, counts and rolls coins retrieved from machines. Counts and replaces products used. Completes inventory reconciliation form. Submits all to Supervisor(s) or other FMD designee.</li> <li>• May perform custodial work by assisting with cleaning and custodial tasks as required in order to ensure a clean building environment in accordance with BOMA and FMD standards and guidelines.</li> </ul> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>Knowledge of:</b> Methods, materials, chemicals, disinfectants, and equipment used in cleaning offices and public buildings; sanitation and safety measures used in the operating, cleaning, and care of equipment and work areas; use of purchase orders for custodial supplies and equipment; and a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.</p> <p><b>Ability to:</b> Plan, organize, and direct the work of others; give on- the-job instruction in custodial practices; keep inventories and make requisitions; analyze situations accurately and adopt an effective course of action; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.</p> <p><b>DESIRABLE QUALIFICATIONS:</b></p> <p><b>Additional Qualifications</b></p> <ul style="list-style-type: none"> <li>• Education equivalent to completion of the eighth grade.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Possession of a valid California Driver's License, Class C to drive self, supplies and equipment from job sites to job sites.</li> </ul> <p><b>Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to organize time efficiently and set effective priorities.</li> <li>• Ability to display good interaction skills.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</b></p> <p><b>WORK ENVIRONMENT</b></p> <ul style="list-style-type: none"> <li>• Work in buildings low-rise (6 floors or less) to high-rise (7 floors and higher) office environment.</li> <li>• Wear unaltered BPM supplied shirts and pants according to current policy.</li> <li>• Ability to stand for extended periods of time or walk extended distances.</li> <li>• Ability to climb stairs and ladders.</li> <li>• Ability to reach or stretch by extending hand(s) or arm(s) in any direction.</li> <li>• Ability to bend, stoop and kneel.</li> <li>• Ability to lift up to 50 pounds.</li> <li>• Ability to move about and work in confined spaces.</li> <li>• Requires ability to see and hear within normal parameters.</li> <li>• Requires willingness to work in any location in the regional area.</li> <li>• May require ability to work overtime.</li> <li>• Must require passing a background and/or fingerprinting check.</li> </ul> <p><b>PHYSICAL ENVIRONMENT</b></p> <ul style="list-style-type: none"> <li>• Typical work activities involved frequent and prolonged periods of standing, walking extended distances. Bending, stooping, kneeling or squatting while performing duties.</li> <li>• Repetitively grip, grasp, and manipulate hand movement while using tools or power equipment applicable to job being performed.</li> <li>• Climb stairs or ladders, use power and noise producing tools or equipment; drive motorized equipment or vehicles applicable to job being performed.</li> <li>• Reach or stretch by extending hand(s) or arm(s) in any direction.</li> <li>• Considerable physical activity. Requires heavy physical work; heavy lifting, pushing or pulling required of objects up to 50 pounds.</li> <li>• Drive to other outlying buildings in order to inspect the work performance of staff.</li> <li>• Wear safety equipment during the performance of duties, i.e., ear plugs when using noise equipment; dust masks when working in dusty environment, eye goggles when using equipment, latex gloves when cleaning restrooms, cloth gloves when dusting, vacuuming or trashing, rubber boots or raingear and back support.</li> <li>• Visual inspection of the routes cleaned by staff or inspection of proper operation of machinery/equipment or sound of proper operating equipment.</li> </ul> <p><b>MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Read and understand English in order to follow and enforce safety procedures.</li> <li>• Understand written and verbal communication in English.</li> <li>• Read, understand, and follow instructions on manufacture's label for use of and/or mixture of products.</li> <li>• Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions or decimals.</li> <li>• Apply common sense in personal safety and safety of equipment.</li> </ul>