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- **011551-FMD** | EFFECTIVE DATE: |
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| DGS OFFICE OR CLIENT AGENCY<br>Facilities Management Division | POSITION NUMBER (Agency - Unit - Class - Serial)<br>- - - |
| UNIT NAME AND CITY LOCATED<br>Region III – Franchise Tax Board Building | CLASS TITLE<br>Custodian |
| WORKING DAYS AND WORKING HOURS<br>Monday thru Friday 5:00pm – 1:30am | SPECIFIC LOCATION ASSIGNED TO<br>9645 Butterfield Way, Sacramento |
| PROPOSED INCUMBENT (If known) | CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)<br>308-069-2011-931 |

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 Custodian Supervisor III, responsibilities include general cleaning of general offices and common areas including but not limited to board/hearing rooms, corridors, lobbies, loading dock, and common restrooms for the Franchise Tax Board Building.

| % 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)* |
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| | The Region III Franchise Tax Board facility located off Hwy. 50 in Sacramento, California consists of six state-of-the-art structures ranging in height from one to four stories equaling 1,850,839 gross square feet.<br><br>The Department of General Services' (DGS) Core Values are key to the success of the Department's Mission to "Deliver results by providing timely, cost-effective services and products that support our customers." The Department of General Services (DGS) expects its employees to adhere to the DGS Core Values of Integrity, Accountability, Communication, Excellence, Innovation and Teamwork. Our employees are expected to perform their duties with these values in mind.<br><br>**INCUMBENTS WILL NEED TO PASS A BACKGROUND CHECK**<br><br>****IMPORTANT NOTICE** Employees of the Department of General Services working at the Franchise Tax Board (FTB) will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records. Potential employees must also be in compliance with the California revenue and taxation code. During the background investigation portion of the hiring process, FTB will review return information to verify California state income tax compliance. Any failure to comply with the California revenue and taxation code may prevent you from being hired to work at the FTB campus.** |

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

| SUPERVISOR'S NAME (Print) | SUPERVISOR'S SIGNATURE | DATE |
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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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# DUTY STATEMENT

GS 907T (REV. 03/05) **RPA 011551 - FMD**

| % 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)* |
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| | **SPECIAL REQUIREMENT**<br><br><u>Medical Evaluation</u><br>This position requires Medical Evaluation clearance.<br><br>**ESSENTIAL FUNCTIONS**<br>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 areas to maintain high level of cleanliness needed as a result of day use by occupants and/or visitors. The incumbent 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:<br><br>**All work to be accomplished in accordance with guidelines of the Department of General Services (DGS)/ Facilities Management Division (FMD) manuals, Real Estate Services Division (RESD) and FMD strategic plans and the Excellence in Public Buildings Initiative.** |
| 30% | **General Office Cleaning**<br>Nightly cleans general office floors and associated common corridors and lobbies by performing the following tasks:<br>• Sweeping, vacuuming or mopping tile, stone or carpeted floors using equipment or tools to maintain tile, stone, carpeted or concrete floors<br>• Emptying 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<br>• 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<br>• Removes stains from carpets, 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**<br>Cleans common and/or executive restrooms daily to prepare the restrooms for the next business day, using tools commonly used in the industry and applying green cleaning products to disinfect and cleanse floors, fixtures and walls by performing the following tasks:<br>• Wipes down and scrubs toilet fixtures, sinks and sink countertops, bright work, mirrors, toilet partitions and doors, and dispenser cabinets.<br>• Restocks all paper products by unlocking dispenser cabinets with keys or dismantling pump dispensers to refill with liquid soap.<br>• Wipes down shower doors, stall walls and floors to diminish water spotting.<br>• Mops floors from wall-to-wall including, but not limited to, areas around toilet fixtures using disinfectants. |
| 10% | **Equipment, Tools and Supplies Tasks**<br>Maintains, on a routine basis, assigned equipment, tools and storage areas for cleanliness and functionality and 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. |

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| 10% | **Periodic Tasks**<br>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 and wall-to-wall vacuuming using upright, canister, wet/dry, back-pack or outside vacuum cleaners. |
| 10% | **Health and Safety**<br>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 self, of other employees and the public by performing in the following manner:<br>• 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.<br>• Applies the FMD ESHOP written guidelines and directives established to fulfill the Occupational Health and Safety Administration Division (OSHA) requirements.<br>• 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.<br>• Attends training for how to handle hazardous materials and how to use environmental safeguards.<br>• Attends on-going safety training as scheduled by the Supervisor(s). |
| 5% | **Additional Responsibilities**<br>Informs Supervisor(s) to effect prompt communication of work needs noticed while 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.<br>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**<br>• 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.<br>• Replaces light tubes or bulbs by climbing a ladder.<br>• Cleans high areas by using a ladder.<br>• Services 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.<br><br>**KNOWLEDGE AND ABILITIES**<br>*Knowledge of:* Methods, materials, chemicals, disinfectants and equipment used in custodial work, safety practices in custodial work.<br><br>*Ability to:* Use and care for custodial equipment and supplies; follow directions; and communicate effectively at a level appropriate to the classification. |

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**DESIRABLE QUALIFICATIONS**

SPECIAL PERSONAL CHARACTERISTICS

- Exhibit professional working manner, poise, tact and discretion to deal effectively in a team environment.
- Interest in assuming increasing responsibility.
- Use initiative and work independently.
- Mature and exercises good judgment.
- Evaluate situations accurately and take effective action.
- Use resources and tools effectively.
- Learn and apply specific laws, rules, policies and procedures.
- Organize time efficiently and set effective priorities.

ADDITIONAL QUALIFICATIONS

- Requires taking and passing a physical examination for the Custodian classification.
- Good attendance punctuality record.
- Possession of a valid California Driver's License

INTERPERSONAL SKILLS

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

**WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES**

***WORK ENVIRONMENT***

- Work in buildings ranging from single story to high-rise.
- Wear unaltered FMD supplied shirts according to current uniform requirements.
- When working in the interior of the building, 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
- May work outdoor (parking lots) in all weather conditions, including rain, heat and cold
- Work in public-accessed areas
- Work in noisy areas or with noisy equipment or machinery
- May require ability to work overtime

***PHYSICAL ENVIRONMENT***

- Typical work activities involve frequent and prolonged periods of standing, walking extended distances, bending, stopping, kneeling or squatting while performing duties
- Reach or stretch by extending hand(s) or arm(s) in any direction
- May climb ladders or stairs
- Wear most frequently used safety equipment during the performance of duties, including but not limited to, Latex gloves or other protective gloves, face mask when working around heavy dirt or dust and ear plugs while working around noisy equipment or machinery.

***MENTAL ABILITIES***

- Read, write and understand 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.
- May need to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions or decimals

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