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- **011951-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 – DOJ Management Unit | CLASS TITLE<br>Custodian |
| WORKING DAYS AND WORKING HOURS<br>Monday through Friday 8:00 a.m. to 4:30 p.m. | SPECIFIC LOCATION ASSIGNED TO<br>4949 Broadway, Sacramento |
| PROPOSED INCUMBENT (If known) | CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)<br>308-063-2011-931 |

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 Office Building Manager III, responsibilities include general cleaning of general offices and common areas including but not limited to conference rooms, corridors, lobbies, entrances, break rooms, cafeteria, warehouse, loading docks, perimeter/interior courtyard areas and common restrooms for the Department of Justice 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, Department of Justice Building is located in Sacramento, and includes a two-story building covering 382,130 square feet.<br><br>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.<br><br>All work to be accomplished in accordance with guidelines of the Department of General Services (DGS), Real Estate Services Division (RESD), Facilities Management Division (FMD) strategic plans, FMD Manuals, and the Excellence in Public Buildings Initiative.<br><br>**SPECIAL REQUIREMENT**<br><br>**Medical Evaluation**<br>This position requires Medical Evaluation clearance.<br><br>**Background Evaluation**<br>This position requires Background Evaluation clearance |

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 |
|---|---|---|
| | | |

# DUTY STATEMENT

GS 907T (REV. 03/05) **RPA 011951-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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| | **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 in cleaning 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 freight or passenger elevators to travel throughout the building(s) to assigned work areas. Custodians 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**<br>Cleans general office floors and associated common corridors and lobbies by performing the following tasks:<br>• Sweeps, vacuuming or mopping tile, stone or carpeted floors using equipment or tools to maintain tile, stone, carpeted or concrete floors.<br>• 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.<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 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**<br>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:<br>• Wipes down and scrubbing toilet fixtures, sinks and sink countertops, bright work, mirrors, toilet partitions and doors, dispenser cabinets.<br>• Restocks all paper products, using keys to unlock dispenser cabinets 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 using disinfectants from wall-to-wall including, but not limited to, 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. 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**<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, 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 |

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| | 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 material handling 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 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.<br><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>• 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).<br>• 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).<br>• Replaces light tubes or bulbs by climbing a ladder.<br>• Cleans high areas by using a ladder.<br>• Service 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. 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; communicate effectively at a level appropriate to the classification.<br><br>**DESIRABLE QUALIFICATIONS**<br>**SPECIAL PERSONAL CHARACTERISTICS**<br>• Exhibit professional working manner, poise, tact and discretion to deal effectively in a team environment.<br>• Interest in assuming increasing responsibility.<br>• Use initiative and work independently.<br>• Mature and exercises good judgment.<br>• Evaluate situations accurately and take effective action.<br>• Use resources and tools effectively.<br>• Learn and apply specific laws, rules, policies and procedures.<br>• Organize time efficiently and set effective priorities.<br><br>**ADDITIONAL QUALIFICATIONS**<br>• Good attendance record and history of punctuality required.<br>• Possession of a valid California Driver's License. |

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| | **INTERPERSONAL SKILLS**<br>• Good public and fellow-employee interaction skills.<br>• Efficiency, conscientiousness and professionalism.<br><br>**WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES**<br>***WORK ENVIRONMENT***<br>• Work in low rise (6 floors or less) office-building environment.<br>• Wear unaltered FMD supplied shirts according to current policy.<br>• 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.<br>• Work involves exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and loud noises.<br>• Work environment involves some exposure to hazardous chemicals or physical risks, which require following basic safety precautions.<br>• May work outdoor (parking lots) in all weather conditions, including rain, heat and cold.<br>• Work on surfaces which may be slippery or uneven.<br>• Work in public-accessed areas.<br>• Work in noisy areas or with noisy equipment or machinery.<br>• May require ability to work overtime.<br><br>***PHYSICAL ENVIRONMENT***<br>• Typical work activities involve frequent and prolonged periods of standing, walking extended distances, bending, stooping, kneeling, crawling or squatting while performing duties.<br>• Reach or stretch by extending hand(s) or arm(s) in any direction.<br>• Requires physical work, lifting, pushing, or pulling required objects up to 50 pounds.<br>• May climb ladders or stairs.<br>• Wear safety equipment during the performance of duties, i.e., ear plugs when working in machine spaces; dust masks when expose to harmful dust particles, eye goggles when expose to air born particles, cloth gloves when working with abrasive materials, rubber boots or raingear and back support.<br><br>***MENTAL ABILITIES***<br>• Read and understand English in order to follow and enforce safety procedures.<br>• Understand written and verbal communication in English.<br>• Read and understand English in order to follow instructions on manufacture's label for use of products.<br>• May need to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions or decimals. |