

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-

10300 - BPM

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Building and Property Management Branch	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED LA/EAST Region–Fresno Management Unit–Hugh Burns	CLASS TITLE Lead Custodian
WORKING DAYS AND WORKING HOURS Monday through Friday, Night shift 3:00pm - 11:30pm	SPECIFIC LOCATION ASSIGNED TO 2550 Mariposa Mall, Fresno, CA 93721
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-360-2003-xxx

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 direct ion of the Custodian Supervisor II, the incumbent is responsible for the completion of all building custodial services, including safety, property and employee development in the Fresno Hugh M. Burns State Office 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)
	<p>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.</p> <p>The LA/EAST Region, Fresno Management Unit, Hugh M. Burns State Office Building (Fresno Headquarters) is located at 2550 Mariposa Mall, Fresno, CA 93721; consists of a six-story building occupying 174,600 square feet of office space. The Fresno Headquarters is also responsible for maintaining seven partial service facilities, i.e. Water Resources (DWR), Cal Trans, CHP, DMV, EDD all of which are single floor structures, and the State Garage which is two floors, all are located in the greater Fresno area and occupy another 253,267 square feet of office space. The incumbent will eventually become familiar with all of the facilities and may be temporarily assigned to any of these facility locations.</p> <p>DUTIES</p> <p>The incumbent provides routine back-up for staff shortages to ensure completion of custodial assignments as needed. Acts as a lead by directing the workload of custodial staff in order to clean and maintain buildings by following published guidelines including the State Administrative Manual, Department of General Services, Building and Property Management (BPM) manuals, Real Estate Service Division (RESD) and BPM strategic plans, and the Excellence in Public Buildings Initiative and published industry standards (i.e., BOMA). Assignment may require temporary shift change or building location change.</p> <p>ESSENTIAL FUNCTIONS</p> <p>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 to maintain high level of cleanliness needed as a result of day use by occupants and/or visitors. Lead Custodian Operates systems or equipment such as a freight or passenger elevator to travel throughout the building(s) to assigned work areas. Lead Custodian Operates upright, canister, wet/dry, backpack vacuum cleaners, pressure cleaners and other equipment and machinery. This job requires considerable physical activity that requires heavy physical work; heavy lifting, moving, pushing or pulling required of objects up to 50 pounds.</p>

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**Evening Shift, M-F 3pm-11:30pm**

GS 907T (REV. 03/05)

RPA 10300 -BPM, 308-360-2003-xxx

% 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>
35%	<p>Performs custodial work by assisting with cleaning and custodial tasks as required in order to ensure a clean building environment in accordance with BOMA and BPM standards and guidelines:</p> <ul style="list-style-type: none"> Supervises janitors, directs and gives instruction and training, performs and assists with the cleaning and janitorial work. Empties indoor and/or outdoor trash receptacles and changes liners as needed to maintain a clean and hazard free work environment. Vacuums and cleans carpets and /or upholstery using appropriate cleaning solutions and equipment Cleans and maintains hard floor surfaces and/or natural stone floors to restore luster, harden and protect the finished using various cleaning equipment and cleaning products strictly following manufacturer's preservation and/or public/tenant/employee health and safety. Cleans and dusts hard surfaces (i.e. countertops, office furniture, doors, walls, windowsills, baseboards, grout, toilets, sinks, restroom fixtures, elevator tracks, etc.) using various tools and cleaning products. Replenished paper towels, paper cups, toilet paper, toilet seat covers, and soap dispensers in restrooms, and employee break rooms.
25%	<p>In order to lead custodial staff in accordance with Department of Personnel Administration and State Personnel Board 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"> Discusses performance with supervisor and assists with training using BPM appraisal forms. Encourages staff participation in departmental training for upward mobility purposes. Recommends corrective action to supervisor to improve performance following the Department's Constructive intervention process.
15%	<p>In order to maintain supply, products, tools and equipment to inventories following Procurement, SAM, BPM, DGS guidelines and industry standards:</p> <ul style="list-style-type: none"> Determines supply, product, tool and equipment needs according to system specifications. Gathers prices and makes comparisons using catalogs, the internet, and vendor and supplier prices and estimates. Recommends appropriate purchases according to comparisons. Completes and submits requisition and obtains manager/supervisor approval as dictated by purchasing guidelines. Assigns staff or personally performs weekly inventory by doing a physical and visual shelf count. Records inventory count in Microsoft Office and /or Maximo database.
10%	<p>Maintains a safe and healthful environment for the benefit of all employees and the public, under direction of the Office Building Manager II and BPM Environmental Safety and Health Unit (ESHOP), in compliance with laws and regulations, the Occupational Safety and Health Administration (OSHA), Safety Training (AB2189), 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"> Attends training in the handling of hazardous materials and use of environmental safeguards. Participates in and/or leads team in executing the plans for Emergency Response, Disaster Recovery and Business Resumption, and Hazardous Materials and Waste Manifest.
10%	<p>Responds to service requests or emergencies as submitted by tenants or other BPM staff by following BPM guidelines and reports to supervisor when appropriate to ensure delivery of quality service.</p> <p>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 and wall-to-wall vacuuming using upright, canister, wet/dry or back-pack vacuums.</p> <p>Additional Responsibilities 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.</p> <p>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.</p>
5%	<p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none"> 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. 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 BPM designee.

DUTY STATEMENT**Evening Shift, M-F 3pm-11:30pm**

GS 907T (REV. 03/05)

RPA 10300 -BPM, 308-360-2003-xxx

% 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>
	<p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Methods, materials, chemicals, disinfectants, and equipment used in cleaning offices and public buildings; sanitation and safety measures in the operating, cleaning, and care of equipment and work areas; use of purchase orders for janitorial supplies and equipment; and a manager's/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>Ability to: Plan, organize, and direct the work of others; give on- the-job instruction in janitorial practices; keep inventories and make requisitions; analyze situations accurately and adopt an effective course of action; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • The incumbent will be required to 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 Fresno Management Unit, LA/EAST Region. • The incumbent will be required to pass the Department of Justice background and/or fingerprinting checks in order to work in the Hugh Burns Building and all other restricted security access floors/buildings in the Fresno Management Unit, LA/EAST Region. • The incumbent will be required to take a medical examination and must be approved by the State Personnel Board. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Exhibit professional working manner, poise, tact and discretion to deal effectively in a team environment. • Display a demonstrated interest in assuming increased responsibility. • Use initiative and work independently. • Display maturity 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. • Ability to organize time efficiently and set effective priorities. • Good attendance punctuality record. <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Good public and fellow-employee interaction skills. • Efficiency, conscientiousness and professionalism. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</p> <p>WORK ENVIRONMENT</p> <ul style="list-style-type: none"> • Work in low-rise (6 floors or less) to high-rise (7 floors and higher) office-building environment. • Wear unaltered BPM supplied shirts 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. <p>PHYSICAL ENVIRONMENT</p> <ul style="list-style-type: none"> • 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 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. <p>MENTAL ABILITIES</p> <ul style="list-style-type: none"> • 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.