

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-

011067-BPM

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Facilities Management Division	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Region III – Suburban	CLASS TITLE Custodian
WORKING DAYS AND WORKING HOURS Monday through Friday 7:00 a.m. to 3:30 p.m.	SPECIFIC LOCATION ASSIGNED TO California Dept. of Technology 3101 Gold Camp Dr., Rancho Cordova
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 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 offices, data center, and common areas including but not limited to board/hearing rooms, corridors, lobbies, 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. <i>(Use additional sheet if necessary)</i>
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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 Region III Suburban Unit provides custodial service to approximately 154,403 gross square feet for the California Department of Technology, located at 3101 Gold Camp Drive, Rancho Cordova, CA. This includes 42,173 square feet in the Data Center. 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

SPECIAL REQUIREMENTMedical Evaluation

This position requires Medical Evaluation clearance.

Background Evaluation

This position requires Background Investigation clearance.

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 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:

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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% 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>
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30%

General Office Cleaning

Daily cleans general office floors and associated common corridors and lobbies by performing the following tasks:

- Sweeping, vacuuming or mopping tile, stone or carpeted floors using equipment or tools to maintain tile, stone, carpeted or concrete floors.
- 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.
- Cleaning modular systems or free standing furniture or woodwork to remove dust or polish surfaces using cloths or dusting tools and/or green polishing products.
- Removing stains from carpet, area rugs, tile or stone floors using tools or equipment including, but not limited to: spray bottles and cleaning cloth appropriate for the surface, broom, brush, mop, vacuum(s) and wet or dry green products for cleaning spots.
- Empties recycling containers in accordance with the California Department of Technology recycling program

30%

Restroom Cleaning

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:

- Wipes down and scrubs toilet fixtures, sinks and sink countertops, bright work, mirrors, toilet partitions and doors, and dispenser cabinets.
- Restocks all paper products by unlocking dispenser cabinets with keys or dismantling pump dispensers to refill with liquid soap.
- Wipes down shower doors, stall walls and floors to diminish water spotting.
- Mops floors from wall-to-wall including, but not limited to, areas around toilet fixtures using disinfectants.
- Replaces batteries in soap and paper towel dispensers as needed

10%

Equipment, Tools and Supplies Tasks

Maintains, on a routine basis, assigned equipment, tools and storage areas for cleanliness and functionality. Promptly reports equipment repair, or tool repair/replacement needs to Supervisor(s) to avoid breakdowns and ensure that 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 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:

- Reporting 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.
- Applying the FMD 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, and enact prompt mitigation responses upon notice.
- Attends training for handling hazardous material(s), and using environmental safeguards.

% 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>
5%	<ul style="list-style-type: none"> Attends on-going safety training as scheduled by the Supervisor(s). <p>Additional Responsibilities</p> <p>Informs Supervisor(s) to effect prompt communication of work needs seen on assigned routes that may be delegated to others. These include, but are 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 aware 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, show 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. 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. Submit all to Supervisor(s) or other FMD designee. <p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Methods, materials, chemicals, disinfectants, equipment, and safety practices used in custodial work.</p> <p><i>Ability to:</i> Use and care for custodial equipment and supplies; follow directions; read and write at a level appropriate to the classification.</p> <p>DESIRABLE QUALIFICATIONS</p> <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> 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. Exhibit professional working manner, poise, tact and discretion to deal effectively in a team environment <p>ADDITIONAL QUALIFICATIONS</p> <ul style="list-style-type: none"> Requires taking and passing a physical examination for the Custodian classification. Good attendance punctuality record. Possession of a valid California Driver's License <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"> Office buildings ranging from single story to high-rise. Wear unaltered BPM supplied shirts according to current policy. 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 may involve exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and loud noises.

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	<ul style="list-style-type: none"> • Work environment may involve 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 on surfaces that may be slippery or uneven. • Work in public-accessed areas. • Work in noisy areas, or with noisy equipment or machinery. • May require ability to work overtime <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. • Reach or stretch by extending hand(s) or arm(s) in any direction. • Requires physical work, lifting, pushing, or pulling required objects up to 50 pounds. • May climb ladders or stairs. • Wear most frequently used safety equipment during the performance of duties, including but not limited to: latex or other protective gloves, face mask when working around heavy dirt or dust, ear plugs while working around noisy equipment or machinery, eye goggles when working around airborne particles, cloth gloves when working with abrasive materials, rubber boots or raingear, and back support. <p>MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Read, understand, follow and enforce safety procedures. • Understand written and verbal communication. • Read, understand, and follow instructions on manufacturer's label and material data safety sheet (MSDS) for use and/or mixture of products. • May need to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions or decimals.