

**City of Imperial Beach**  
**POSITION DESCRIPTION**

**Title:** Custodian  
**Department:** Public Works  
**Division:** Grounds & Facilities Maintenance

**GENERAL PURPOSE**

Performs a variety of skilled and unskilled tasks in the custodian care and maintenance of City buildings.

**SUPERVISION RECEIVED**

Works under the close supervision of the Building Maintenance Supervisor.

**SUPERVISION EXERCISED**

None generally. May supervise temporary employees or community service workers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Changes light bulbs and fluorescent tubes.

Sweeps, vacuums, mops, dusts, shampoos, steam cleans, strips, waxes, polishes, and buffs floors, carpets, and furniture, etc.

Dumps ash cans and garbage and relines cans with liners.

Cleans and sanitizes restrooms and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.

Washes windows, walls, metal and woodwork.

Cleans rain gutters; sweeps roofs and sidewalks.

Picks up litter from around buildings and grounds.

Performs minor semi-skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled and semi-skilled trades work.

Inspects and maintains assigned custodial equipment and small tools for proper operating condition.

Opens and closes, locks and unlocks facilities as needed.

Keeps records of work completed.

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Maintains current skills and knowledge in the proper and safe techniques of building maintenance.

**PERIPHERAL DUTIES**

May serve on various employee committees, as required and assigned. Moves and sets up furniture, pictures, etc. as needed and assigned.

**DESIRED MINIMUM QUALIFICATIONS**

**Education & Experience**

Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

**KNOWLEDGE OF**

Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions; Skill in operation of listed tools and equipment.

**ABILITY TO**

Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand and follow written and oral instructions; Ability to establish effective working relationships.

**SPECIAL REQUIREMENTS**

Valid state driver's license or ability to obtain one by the first day of employment

**TOOLS AND EQUIPMENT**

Floor buffers, steam cleaners, carpet cleaners, washers, vacuum, mops, broom, dusting equipment.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls.

The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually quiet during indoor night shift operations.