

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Custodian I	OFFICE/BRANCH/SECTION Maintenance District 10	
WORKING TITLE Custodian 1 Permanent-Intermittent	POSITION NUMBER 910-650-2011-918	REVISION DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the supervision of a Caltrans Supervising Cook, this position takes functional guidance from a Caltrans Maintenance Supervisor or Cook Specialist I or II. The Custodian I keeps the premises clean, sanitary, in orderly condition, and routinely performs janitorial duties. The Custodian I reports any problems with premises to supervisor, prioritizes daily workload, and practices time management to effectively maintain overall condition of the premises. This position is required to work and communicate cooperatively with all staff.

CORE COMPETENCIES:

As a Custodian I, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety First, Cultivate Excellence - Engagement, Innovation, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Cultivate Excellence - Engagement, Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety First, Cultivate Excellence - Engagement, Integrity)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Safety First, Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety First, Cultivate Excellence - Engagement, Integrity)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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40%	E	Cleans, disinfects, and maintains all areas of the dormitory to ensure clean and sanitary conditions. Cleans and sanitizes restrooms, shower facilities, recreational and meeting rooms, offices, and public areas of the dormitory. Sweeps, mops, scrubs, spot cleans and waxes floors, vacuums rugs and carpets, operates scrubbers, buffers and other janitorial equipment and machinery; empties and cleans waste receptacles, spot cleans walls, cleaning floors, stairways, hallways, restrooms and offices; cleans and polishes cabinets, furniture and woodwork, cleans all common areas. Cleans ceilings, interior and exterior of windows, windows screens, mini blinds, upholstery cleaning, vents, and light fixtures, and shampoos carpets. Polishes metal work: turns out lights and locks doors and windows: restocks all restroom supplies, replenishes janitorial supplies, replaces light globes and tubes. Sanitizes all common touch surfaces within the dormitory facility including door handles, stairway railings, light switches, faucets, etc. at a minimum of once per shift. Attends mandatory or job-related trainings. May assist with laundry duties, cleans and organizes utility and laundry rooms as needed/directed.
25%	E	Sanitizes all common touch surfaces within the Maintenance shop facilities at the Caples Lake complex including door handles, light switches, faucets, etc. at a minimum of once per shift. Cleans and sanitizes restrooms to include toilets, sinks, stall doors, and counters. Mops floors, with attention to problem areas such as corners and stalls. Clean mirrors, empty waste bins, stock paper and sanitary products, fill soap dispensers. Sanitize all touchable surfaces and keep as germ free as possible for protection of public health.
25%	E	Sanitizes all common touch surfaces within the kitchen and dining areas at frequent intervals during and between dining periods. Cleans and sanitizes all surfaces, appliances, equipment, tables, chairs, and counters. Sweeps, vacuums and mops floors and mats once per shift and as needed. Cleans up spills, empties waste receptacles and transports trash to exterior dumpsters. Unloads supplies and stocks shelves and refrigerator/freezers. Organizes stockroom and assists with inventory. May be called upon to assist the shift Cook with the distribution of meals to diners. May assist with the cleaning of cooking utensils, dishes, equipment, and appliances associated with meal preparation and serving.
10%	M	Assists in moving and arranging furniture and equipment, attends special events, helps with meeting setup, and ensures that all areas of responsibility meet acceptable standards. Identifies facility deficiencies, performs minor repairs to the facility, and submits facility repair requests to the Facility Manager. Completes special projects or safety-related reporting as assigned. Works cooperatively with all maintenance staff, and performs special duties during emergencies based on operational needs.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise but may be called upon to give instruction to maintenance staff or Special Programs Personnel in the area of cleaning and sanitation practices.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Safely uses and cares for equipment and supplies; safely use manual and/or electric cleaning equipment; keep accurate inventories; follow directions; learns and performs routine custodial tasks; works courteously and cooperatively with others; safely lifts and carries objects weighing up to 50 pounds; identifies and resolves issues as they relate to custodial functions; utilizes acceptable work habits and meets established standards; and communicates effectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for all actions and decisions made in completing assigned tasks. Poor decisions could result in the failure to properly service or maintain equipment and cause excessive repair costs, loss of equipment, and negatively impact work production. Employees of the State may be held liable for their own actions as a result of carelessness on a job or while performing their duties.

PUBLIC AND INTERNAL CONTACTS

This position has substantial contact with road maintenance employees, and requires a special ability to communicate and maintain a positive departmental image. The public image of the Department often balances on the conduct of this individual. Contacts will be made daily with the public, external agency representatives, suppliers, and maintenance employees.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The Custodian will be required to bend, stoop, climb, kneel, reach, push, pull, sit, and stand for long periods of time. Must have the ability to safely traverse parking lots and equipment shop facilities. Overtime may be required and vacations may be restricted.

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during peak times. The workload is subject to frequent, substantial, and unexpected changes. Must be able to develop and maintain cooperative working relationships. The custodian is expected to have and maintain sufficient amount of strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations without compromising their health and well-being or the well-being of their fellow employees.

WORK ENVIRONMENT

While at the base of operation, the Custodian will work in a climate-controlled facility under artificial light. However, due to the proximity of buildings located in the complex, work in extreme cold climates will be necessary at times. Will be required to work at high elevations. Rotating shifts including nights, weekends, holidays and overtime may be required.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
