

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Custodian I	OFFICE/BRANCH/SECTION District 9 Administration / Facilities	
WORKING TITLE Custodian (Limited Term)	POSITION NUMBER 909-001-2011-002	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 general supervision of a Staff Services Manager I, the responsibilities of this position include: general cleaning of offices, Lab, Shop, and common areas including but not limited to conference rooms, corridors, lobbies, coffee rooms, restrooms, and meeting areas.

**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, Strengthen Stewardship and Drive Efficiency - Engagement, 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 - Integrity)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety First - 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. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Pride)
- **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, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety First, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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40%	E	Daily/nightly cleans general office areas, associated common corridors, lobbies, and immediate building perimeters by performing the following tasks: sweeping, vacuuming, mopping, stripping, or waxing tile, stone or carpeted floors using proper equipment or tools to maintain floors; emptying trash receptacles by lifting plastic liners, cleaning ashtrays (exterior and entryways), process recycled materials, dust and vacuum all air registers, cleaning modular systems or free-standing furniture or woodwork to remove dust and/or polish surfaces using cloths or dusting tools; removing 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, carpet extractor, vacuum(s) and wet or dry products for cleaning spots; wash both inside and outside windows; clean blinds or other window coverings; straighten door mats; sweep outside landings and steps; clean and disinfect all hand rails and water faucets; waters common area plants; may perform small office moves or set-up/take-down of conference facilities.
40%	E	Cleans common restrooms and coffee rooms using tools commonly used in the industry by applying cleaning products to disinfect and cleanse floors, fixtures and walls by: wiping down and scrubbing toilet fixtures, sinks and sink countertops, faucets or plumbing fixtures, mirrors, toilet partitions and doors, dispenser cabinets; maintain dust-free circulation fan in coffee room; dust and vacuum all air registers; restocking all paper products, using keys to unlock dispenser cabinets or dismantling pump dispensers to refill with liquid soap; wiping down stall doors, stall walls and floors to diminish water spotting; mopping floors using disinfectants from wall-to-wall, including, but not limited to, around toilet fixtures and appliances.
10%	E	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.
5%	E	Routinely maintains assigned equipment, tools and storage areas for cleanliness and functionality; promptly reports repair equipment or tool repair/replacement needs to the supervisor 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 to maintain sufficient levels of products, supplies, and tools.
5%	M	Informs supervisor of broken fixtures, burned out lighting, door(s) sticking or not latching, broken locks; makes recommendations for equipment, tools and products; keep abreast of industry related changes to improve quality of cleaning; replace light tubes or bulbs by climbing a ladder; attend or participate in safety-related, mandatory, and job-related training; use basic computer skills for time keeping, training, and other job related duties.

<sup>1</sup>ESSENTIAL 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**

None.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of: methods, materials, chemicals, disinfectants and equipment used in janitorial work; and safety practices used in janitorial work. Basic computer skills.

Ability to: use and care for janitorial equipment and supplies; follow directions; communicate effectively at a level appropriate to the classification.

Ability to work effectively alone or with others.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Failure to follow directions or error in judgment can result in injury to oneself or other state employees or the public. Misuse or misapplication of cleaning products can cause costly damage to state equipment.

**PUBLIC AND INTERNAL CONTACTS**

Will work daily with all levels of State employees; may work with vendors or salespersons or other contractors.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be in good physical condition; must be able to lift at least 40 pounds. Requires bending, stooping, kneeling, must have punctual attendance; and must treat others with respect.

Personal safety requirements include working in appropriate footwear such as used in the janitorial industry, long pants, long or short-sleeved shirts, and wearing Caltrans-required hearing, eye, face, and/or respiratory protection and other safety gear as appropriate.

### WORK ENVIRONMENT

Will be required to work odd shifts or at night; will work inside and outside office buildings; work involves exposure to unusual elements such as, extreme temperatures, dirt, dust, fumes, unpleasant odors, and loud noises; work environment involves some exposure to hazardous chemicals or physical risks, which require following basic safety precautions; may work outdoors (parking lots) in all weather conditions including rain, heat, and cold; work on surfaces which 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.

Normal duties may require occasional travel within the district and/or to other parts of the State, to attend various trainings, meetings, conferences or seminars.

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

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