

CUSTODIAN II

NATURE AND VARIETY OF WORK

This is full performance custodial work whereby incumbents perform the full range of manual and repetitive building/grounds maintenance and cleaning tasks in and around County leased/owned properties. Work is performed under the general supervision of a higher level supervisor in accordance with established departmental policies and procedures.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Sweeps, mops and polishes floors.

Washes windows and polishes furniture.

Dusts woodwork, furniture and other articles.

Collects and disposes of rubbish, mows lawns, cultivates trees and shrubs, and performs a variety of other grounds tasks.

Makes minor repairs to buildings, building equipment and furniture.

Moves furniture as directed.

Delivers packages and messages.

Refills dispensing machines in rest rooms and orders supplies.

Shampoos and vacuums carpeting.

Assists Building Engineers and maintenance personnel.

Willingly and cooperatively performs task and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of building cleaning practices, supplies, and equipment, and ability to use them economically and efficiently.

Ability to understand and follow simple oral and written directions.

Thoroughness in completing work assignments in a timely manner.

MINIMUM QUALIFICATIONS

Completion of six (6) school grades, plus general custodial experience; or any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

CONDITION OF EMPLOYMENT

Good physical condition.

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