

Code: 2172

Title: CUSTODIAN - SENIOR

SUMMARY: Leads and participates in the activities of custodians, or in some positions works independently in the performance of custodial tasks.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending upon the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Leads and participates in the work of custodians engaged in the cleaning of a building, office, or facility;

Performs the custodial maintenance of a large assigned building;

Leads and participates in the maintenance of custodial equipment;

Trains new employees on use and maintenance of equipment;

Sweeps, vacuums, mops, strips, waxes and buffs floors;

Washes windows, screens, sills, woodwork, walls and ceilings;

Dusts, moves, and makes simple repairs on buildings and equipment;

Cleans restrooms and replenishes supplies;

Picks up trash and paper around building;

Responsible for the disposal of hazardous chemicals and wastes;

Makes simple building and equipment repairs such as changing light bulbs;

May work independently in the performance of custodial tasks in some positions;

May order and maintain an inventory of various custodial equipment and supplies;

May check on room availability by computer;

May act as Custodial Supervisor in the absence of the incumbent.

KNOWLEDGE & SKILLS:

Knowledge of:

- practices and methods of cleaning equipment, rooms and furnishings;
- proper disposal of hazardous chemicals and wastes;
- appropriate use and maintenance of cleaning equipment and materials, including toxic chemicals;
- safety practices and procedures;
- infection control techniques.

Skill in:

- basic principles and practices of supervision and training;
- performing heavy lifting and routine manual cleaning tasks;
- using cleaning tools, equipment and supplies;
- performing manual cleaning tasks;
- understanding and following oral and written instructions;
- communicating effectively;
- training and reviewing the work of custodial staff.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Two years of commercial, institutional, or industrial custodial experience; or an equivalent combination of training and experience.

OR:

(2) One year of experience with Pima County as a Custodian.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions in this classification may require an Arizona Department of Public Safety (DPS) regular Clearance Card at the time of appointment. Some positions require a valid

Arizona D driver license at the time of application. Failure to obtain/maintain the required clearance/licensure shall be grounds for termination.

Special Notice Items: Department of Labor Regulation CFR Part 1910.1030 requires notification that some positions in this category may have a moderate risk of exposure to blood borne pathogens. In accordance with OSHA and Pima County guidelines and regulations, Hepatitis B vaccine, tuberculosis screening and respiratory protection training, safety equipment and personal protective clothing will be provided.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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