

*Code: 4369*

*Title: CORRECTIONS CUSTODIAN - SENIOR*

**SUMMARY:** Leads and participates in the work of inmate crews providing cleaning, sanitation, general maintenance and landscaping of facilities and grounds in strict accordance with security rules and procedures. This classification is distinguished from all other Custodian classifications by its primary assignment to adult correctional facilities and its participation in inmate security.

**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 inmate crews providing cleaning, sanitation, general maintenance and landscaping of facilities and grounds;  
Observes and enforces all established corrections/inmate security rules and procedures;  
Maintains security of work details by observing and controlling inmate behavior;  
Maintains strict security and accountability for all tools, equipment, supplies and materials used by inmate work crews;  
Trains inmate crews in facility and grounds cleaning, sanitation, maintenance and landscaping work procedures;  
Writes reports on inmate behavior, incidents and physical problems;  
Writes inmate work performance evaluations to assist the courts in making inmate early release determinations;  
Documents and reports safety hazards and potential facility, grounds or inmate security compromises or problems;  
Checks inmate clothing and trash bags for contraband;  
Confiscates, documents and properly disposes of any contraband found during checks of inmates and makes formal reports to corrections staff of circumstances;  
Transports inmate work crews, using an assigned vehicle, to satellite locations to perform custodial functions;  
Moves furniture and equipment.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- security procedures and rules relevant to maintenance work at a corrections facility;
- materials, methods and practices used in cleaning, sanitizing and maintaining buildings and grounds and related custodial and landscaping activities;
- occupational hazards and safety practices common to institutional custodian and landscaping functions;
- traffic laws, ordinances and regulations governing the safe operation of motor vehicles and transporting inmates;
- principles of supervision, training and evaluation.

Skill in:

- leading the activities of crews performing custodial tasks;
- performing routine manual cleaning, sanitation, maintenance and landscaping tasks;
- following strict security procedures;
- observing and documenting inmate behaviors and work-performance;
- observing and reporting potential security compromises or problems;
- operating an assigned vehicle safely and transporting inmates;
- communicating effectively, both orally and in writing.

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.

OR:

(3) Two years of experience in the direct supervision of unskilled or semi-skilled workers or laborers engaged in grounds or facilities maintenance or custodial activity.

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

Physical/Sensory Requirements: Some positions within this classification may require the ability to react to physical confrontations and emergency situations quickly and effectively, work in confined spaces for prolonged periods of time, and hear and understand speech and radio transmissions. Other physical and sensory abilities will be determined by position.

Special Notice Items: Department of Labor Regulation CFR Part 1910.1030 requires notification that some positions in this category may have a high 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. Prior to appointment, applicants must satisfactorily complete a personal background investigation by law enforcement agencies due to the need for access to corrections facilities and daily contact with corrections inmates.

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.