

<a href="#">Salary Schedule</a>	<a href="#">MOU</a>	<a href="#">Benefits</a>
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City of Alameda  
Code No. 2005  
Approved by C.S.B.  
October 7,2009

**CUSTODIAN**

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**DEFINITION**

Under general supervision is responsible for the security and custody of assigned building, facilities, and materials; performs general maintenance work in the care, upkeep, and cleaning of assigned buildings, facilities, and surrounding areas; performs other related work as required.

**DISTINGUISHING FEATURES**

Actual responsibilities will vary according to assignment and work may be performed independently or under supervision.

**EXAMPLES OF DUTIES**

1. Oversees public use of buildings, facilities, equipment and materials, maintaining the physical environment and conditions, including arranging access and closure, moving and arranging furniture and equipment and setting up areas or rooms for events or meetings.
2. Ensures building and facilities security; checks doors and windows for proper operation.
3. Maintains buildings, facilities, and equipment in clean and orderly condition, such as, but not limited to the following: sweeps, mops, strips, waxes and polishes floors; vacuums and cleans carpets and furniture; washes windows, walls and blinds; dusts furniture, woodwork and fixtures, empties and cleans waste receptacles; cleans and maintains restrooms including unclogging toilets and drains as needed; replenishes supplies; cleans and sweeps walkways and other outdoor areas; and picks up debris.
4. Performs minor repairs and other routine maintenance and upkeep such as replacing light bulbs, lubricating equipment, adjusting blinds, and cleaning air vents and filters.
5. Operates a variety of tools and equipment used in maintaining and cleaning buildings, facilities, equipment, and materials; assembles equipment and materials.
6. Inventories, orders, moves, sorts, arranges and maintains materials and supplies.
7. Performs a variety of deliveries and errands including those related to program service provision with independent interaction with the public, clients, and vendors; prepares related materials and maintains related records and logs.
8. Provides information regarding building and facilities use and operation.
9. Observes and applies safe work practices; corrects, or if extensive correction required, reports any safety, security or sanitary hazards, or building, facilities, equipment or materials deficiencies.

**EMPLOYMENT STANDARDS**

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school.

Experience: One year of custodial or routine semi-skilled building and facilities maintenance experience, preferably involving public facilities and interaction with the public.

Knowledge

Knowledge of modern methods, materials, and equipment used in custodial and maintenance work and related safe work practices and procedures.

Ability

Ability to effectively perform assigned custodial work involved in the care, maintenance, repair, and security of public buildings and facilities; perform work requiring physical fitness and endurance; operate trucks and common building maintenance equipment; work independently as required; perform basic math computations; maintain accurate records and logs; communicate effectively; follow instructions and directions; establish and maintain effective working relationships with

employees and the public.

Special Requirements

Willingness and/or ability to work outside regularly scheduled hours to meet operational needs and to respond to after-hours emergency calls as required.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.