

CLASS SPECIFICATION FOR
Custodian I

GENERAL STATEMENT OF DUTIES: Supervises and assists in the performance of custodial work in the County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is routine supervisory work that involves assigning and inspecting the work of employees involved in building and grounds maintenance. This class performs a variety of routine building cleaning tasks requiring heavy manual work and supervises the care and maintenance of a facility and its grounds. Work is reviewed in progress and upon completion by a supervisor.

EXAMPLES OF WORK (illustrative only):

- Keeps time records;
- Requests appliances, equipment and cleaning materials orally or in writing;
- Plans and lays out work for subordinates and explains and illustrates how it is to be done;
- Observes work performance of subordinates, giving such additional help as is needed;
- Sees that the facility is opened with alarms deactivated, and upon closing ensures that the facility is secured and all alarms are activated;
- Reports any maintenance or security problems;
- Performs minor repairs such as installing new washers, tightening screws, unstopping toilets, replacing burned-out bulbs and repairing and adjusting appliances;
- Performs necessary grounds maintenance and litter control;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of equipment and cleaning compounds to be used and of the possibility of damage to colors and various kinds of finishes and surfaces; knowledge of the general operation of a heating system; knowledge of grounds maintenance practices; ability to keep records and to make reports; ability to request necessary appliances, equipment and cleaning materials in writing; ability to effectively supervise; physical condition that will permit heavy lifting and pushing, reaching, stooping, climbing ladders and work under adverse temperature and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Completion of grade school and one (1) year of building cleaning experience in a school, public building or business; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Some positions may require possession of a valid driver's license issued by the Commonwealth of Virginia.

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Revised 06/15/05
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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.