

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION**03-10-05****SENIOR CUSTODIAN, 3157**

Summary of Duties: Assigns, reviews and evaluates the work of Custodians engaged in a variety of cleaning and custodial tasks in City buildings; personally performs custodial duties as part of daily duties; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: A Senior Custodian supervises several subordinates and personally performs custodial work. An employee of this class may be responsible for providing custodial services in a particular police, clinic or laboratory facility in one or more public buildings or may be assigned to supervise the work of a regular cleaning crew or a specialized crew doing work such as moving or heavy duty cleaning. Work may be performed at various hours and days or on varied shifts. Assignments are usually received by verbal instructions and work is reviewed by periodic inspection of the cleanliness of the facilities and the equipment.

Incumbents in the class of Senior Custodian, as bona fide supervisors, are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances and evaluation of performance.

Examples of Duties: A Senior Custodian:

- Supervises a small group of Custodians engaged in a variety of cleaning and custodial tasks;
- Instructs subordinates and evaluates and inspects their work;
- Prepares working schedules;
- Keeps time records for the crew;
- Collects and checks linen supplies;
- Estimates future requirements of custodial supplies;
- Orders, checks in, issues, and keeps records of supplies and equipment issued;
- Compiles routine activity and inspection reports;
- Cleans restrooms, offices, hallways, stairways, waiting rooms, shower rooms, locker rooms, tiles, and floors;
- Cleans, dusts, and polishes filing cabinets, furniture, coat racks, and book shelves;
- Washes and dusts ceilings, walls, electric fixtures, kitchen equipment and utensils, and window shades;
- Replenishes restroom supplies;
- Empties wastebaskets and trash boxes;
- Moves and arranges chairs, tables, appliances, and other furniture and miscellaneous objects for scheduled activities, as needed;

- Sweeps and washes cement walks, loading docks, driveways, parking lots, and sidewalks;
- Communicates equal employment/affirmative action information to employees;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates; and
- Assists employees in preparing for promotion as described in the City's Affirmative Action Program.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A Senior Custodian must have the following knowledges and abilities:

Knowledge of:

- Cleaning methods, materials, chemicals, disinfectants, and custodial and kitchen equipment and their care and general maintenance requirements;
- Effective safety principles and practices as they apply to custodial and kitchen clean up work, and the use of ladders, scaffolds, safety belts, and kitchen equipment;
- Fire prevention and control;
- Cleaning machinery and equipment;
- Supervisory principles and practices, including planning, delegating and controlling the work of subordinates;
- Techniques of training, instructing and evaluation of subordinate work performance;
- Techniques for counseling, disciplining, and motivating subordinate personnel;
- Procedures for grievance handling;
- Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;
- Memoranda of understanding as they apply to subordinate personnel; and
- City personnel rules, policies and procedures.

Ability to:

- Operate electric cleaning and other light custodial and kitchen equipment;
- Do sustained physical work;
- Handle fragile items carefully;
- Understand and follow oral and written directions;
- Communicate effectively with subordinate personnel;
- Deal tactfully and effectively with other employees and the public;
- Possess sufficient communication skills to understand and carry out work instructions;
- Plan, lay out, supervise, and inspect the work of custodial employees;
- Train subordinates in the use of ladders, scaffolds, safety belts, and other safety practices as applied to custodial work and in using improved cleaning methods and chemicals;
- Prepare work schedules;
- Prepare clear and concise activity and inspection reports;
- Devise safety practices;
- Give clear and concise oral and written instructions;
- Maintain or supervise the maintenance of records of supplies and equipment, and estimate future requirements; and
- Establish and maintain a work environment to enhance both employee morale and productivity.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitation.

Minimum Requirements: Two years of full-time paid experience as a Custodian or in a class which is at least at that level and provides custodial experience.

Because this class may be exposed to and may have responsibility for property, candidates who have police records for theft, burglary or similar crimes may be disqualified.

License: A valid California's driver's license may be required for some positions.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.