

CONEJO RECREATION & PARK DISTRICT

Job Title: Custodian

Division: Parks & Planning

Summary:

Under general supervision, performs a full variety of building custodial and maintenance tasks. During an assigned weekly shift, cleans, maintains and repairs, as required, multiple free-standing restrooms in the parks; and performs other related duties as assigned.

Essential Duties and Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Sweeps, scrubs, mops, seals, waxes and polishes floors.
- Vacuums and shampoos carpets.
- Dusts, cleans and polishes furniture, woodwork and fixtures.
- Washes windows, cleans restrooms and replenishes supplies.
- Empties waste receptacles and cleans sinks and counters.
- Opens and secures buildings.
- Maintains a variety of records.
- Notifies management concerning need for major repairs or additions.

Other Duties and Responsibilities:

- Performs minor building maintenance tasks, including plumbing repairs.
- May provide work guidance to contract and volunteer workers.
- Delivers supplies to work sites of contract custodians.
- May be required to drive District or personal vehicle.
- Non-exempt employees may be required to work overtime.
- Participates during disasters or when emergency response is needed.
- Performs related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill, and/or ability listed below is qualifying.

Education/Experience:

A typical way to obtain the knowledge and abilities would be: graduation from high school or GED equivalent, and three years of related experience; or an equivalent combination of education and experience.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports.

Math Ability:

Ability to add and subtract two-digit numbers, multiply and divide, and to measure and mix portions.

Reasoning Ability:

Ability to use common-sense understanding to carry out instructions provided in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates and Licenses:

- Valid California driver's license with a good driving record and current automobile insurance.
- Department of Justice fingerprint clearance.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.

Other Required Skills:

Use of word processing and spreadsheet programs.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to wet or humid conditions, moving mechanical parts, high, precarious positions and vibrations. The noise level in the environment is moderate. The employee is regularly required to work nights and weekends.

Physical Demands:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch or crawl. The employee is frequently required to stand and walk. The employee is occasionally required to sit; climb or balance; talk or hear. The employee is frequently required to lift up to 25 pounds and occasionally up to 50 pounds. The vision requirements include the ability to adjust focus, see in poor light, or good night vision, color vision, distance vision and peripheral vision.

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Revised 4/4/24

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.