



LANE COUNTY
D001
Established 01/30/91
Updated 03/10/17

CUSTODIAN

CLASS SUMMARY: To perform a variety of custodial and cleaning work in the upkeep and maintenance of buildings; and to perform related duties as assigned.

SUPERVISION RECEIVED: Receives general supervision from assigned supervisory or management personnel.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

- | | |
|-----|--|
| 1. | Cleans a variety of rooms, work stations and buildings. |
| 2. | Vacuums, sweeps, mops, waxes and buffs wood and tile floors. |
| 3. | Vacuums, clean spots and shampoos rugs and carpets. |
| 4. | Inventories and replenishes depleted restroom supplies. |
| 5. | Dusts, scrubs, washes, and polishes desks, counters, walls, windows and fixtures. |
| 6. | Reports needed repairs and maintenance. |
| 7. | Picks up, empties and disposes of trash. |
| 8. | Checks, locks and secures buildings. |
| 9. | Operates power cleaning equipment such as buffers, polishers, vacuums, shampooers and sweepers. |
| 10. | Follows established routines of cleaning and takes care not to disturb office papers and materials. |
| 11. | May lead or assist community service workers, volunteers or other employees in cleaning and janitorial work. |

Knowledge of (position requirements at entry):

- Chemicals, solvents and cleaning supplies used in the custodial care of buildings.
- Safety equipment and procedures.
- Cleaning processes, practices and routines.
- Equipment used in cleaning.

LANE COUNTY
Custodian (Continued)

Ability to (position requirements at entry):

- Use, care for and maintain cleaning equipment.
- Follow established routines.
- Follow written and oral instructions.
- Clean a variety of rooms and items in a timely and efficient manner.

Training and Experience (positions in this class typically require): Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance. One year of responsible janitorial or custodial experience. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Licensing Requirements (positions in this class may require):
Possession of a valid Oregon Driver's license at time of appointment.

NOTE: This position is represented by AFSCME Local 2831.

Classification History:
FLSA Status: Non-Exempt