



POSITION DESCRIPTION / CLASSIFICATION REVIEW FORM

The position description is the foundation for recruitment, determination of classification, formulation of work plans and the basis for performance management and evaluations. Supervisors are expected to review the position description with the employee: (1) when the employee begins the new assignment; (2) when the position description is revised; and (3) when the position is evaluated. Please note whenever there is a substantial change in the assignment, the position description should be revised and submitted to Human Resources to determine if there is a classification impact. This form is available on the HR webpage.

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| Name of current incumbent (if filled position): | | Date: 8/2/2024 |
| <i>If vacant, name of previous incumbent:</i> | | |
| Job (Classification) Code: 2010 | Job Classification: Custodian | Position #: (HR use only) |
| Working Title (optional): | | <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt |
| Department ID: D21530 | Department Name: Facilities Mgmt - Custodial | Time Base: 1.0 Full-time |

A. ACTION REQUESTED:

Recruitment:

- New position
- Replacement:
 - No review required
 - Review needed – substantial changes made

Classification Review: (Section J required, Cabinet Officer signature required)

- Initiate classification review (Organizational Chart must be attached)
- Requested by:* Employee Supervisor/Administrator CSU/HR

Update existing position description:

- No review required
- Review needed – substantial changes made

B. SIGNATURES: Signature denotes that this position description is an accurate statement of assigned duties. As a supervisor, if you are not in agreement with duties described, please attach additional sheet describing the differences which will be used for additional review by Human Resources. This job description supersedes all prior job descriptions and is intended to describe the general content and essential requirements for the position listed above. It is not an exhaustive statement of duties. Management reserves the right to add or change the duties of this position as required at any time.

(Employee) (Date)

(Supervisor) (Date)

(Appropriate Administrator) (Date)

(Cabinet Officer) req'd for classif. reviews (Date)

C. POSITION PURPOSE: Please describe the basic primary function(s) of the position – the reason the position exists. In order to provide an accurate description of the position, please do not copy duty statements from the CSU Classification Standards.

Within the Business and Administrative Services Division, Facilities Management is responsible for creating and maintaining an environment that enables faculty and staff to fulfill the educational mission of California State University, Bakersfield through the continued maintenance of campus facilities and grounds, by providing services in a reasonable and timely manner, and by maintaining a quality-oriented organization geared toward the enhancement of the educational environment.

The Custodian, under direct to general supervision of the Manager of Custodial Services for Facilities, and with daily lead direction from the Lead Custodian, performs essential custodial duties to maintain cleanliness and sanitation across assigned campus areas. Responsibilities include cleaning and disinfecting surfaces, maintaining campus floors, providing custodial support during emergencies, and assisting with event set-up and clean-up.

D. DUTIES AND RESPONSIBILITIES: List 4 or 5 of the most significant or major duties in order of importance as well as marginal duties. Indicate the approximate percentage of time spent with percentages of no less than 5%. Total of all duties must add up to 100%.

| 1) MAJOR JOB DUTIES (Essential Functions) | PERCENTAGE % |
|--|--------------|
| A. Clean & Maintain Assigned Areas | 60% |
| B. Clean & Maintain Campus Floors | 20% |
| C. Custodial Support | 15% |
| 2) OTHER JOB DUTIES (Marginal Duties) | 5% |
| • Perform other job-related duties and special projects as assigned. | |
| • Attend training and maintain skill currency as appropriate to safely and effectively complete assignments. | |

The examples above illustrate typical work activities and are not meant to be all inclusive or restrictive.

Total = 100%

DUTY STATEMENTS (list major job duties again and then give examples of tasks under each heading):

A. Clean & Maintain Assigned Areas (60%)

- Dust and clean all surfaces including desks, shelves, and other furniture using appropriate cleaning agents and tools.
- Remove trash and recyclables from designated areas ensuring proper disposal and recycling protocols are followed.
- Clean and disinfect restrooms thoroughly including toilets, urinals, sinks, floors, mirrors, walls, fixtures, etc. Replenish supplies such as paper towels, toilet paper, and soap as needed.
- Monitor and empty trash and recycle bins in assigned areas. Gather and deliver recyclables to areas of central aggregation as part of sustainability efforts.
- Clean glass doors, windows, and blinds to maintain a clear and presentable environment.
- Remove graffiti promptly from surfaces using approved cleaning methods.
- Clean furniture and upholstery as scheduled, applying appropriate cleaning products to preserve materials.
- Polish woodwork and metal surfaces to maintain their appearance and prevent deterioration.
- Clean stairwells, walkways, and elevators ensuring safety and cleanliness for campus occupants.
- Perform general housekeeping duties to uphold cleanliness standards across assigned areas.
- Identify and organize necessary work materials and equipment, including loading and unloading cleaning supplies and materials.
- Operate and maintain appropriate hand and power equipment and tools, supplies, and materials to perform assigned duties.

B. Clean & Maintain Campus Floors (20%)

- Sweep, mop (dry and wet), and vacuum floors regularly to remove dirt, debris, and stains.
- Strip, seal, wax, and polish floors using appropriate equipment and techniques to maintain their integrity.
- Spot clean and perform full carpet cleaning as needed, utilizing carpet cleaning equipment effectively.
- Use and maintain powered floor cleaning equipment to ensure optimal performance and safety.

C. Custodial Support (15%)

- Respond promptly to custodial and cleaning emergencies, addressing issues efficiently.
- Replace lamps in light fixtures.
- Arrange and set up furniture, equipment, and related items for events or general use.
- Make minor repairs and adjustments to equipment and furniture, ensuring functionality and safety.
- Report facility repair needs identified during custodial rounds for timely resolution.

- f) Participate in campus event set-up and clean-up, including tasks such as moving bleachers and furniture.
- g) Safeguard assigned areas from unauthorized use and access by locking and unlocking doors and windows as needed.

E. REQUIRED QUALIFICATIONS: These should match those listed on the classification standards. Any supplemental qualifications should be listed as "preferred".

- 3) **EDUCATION AND EXPERIENCE:** One (1) year of recent experience (within 3 years) in industrial custodial maintenance work.
- 4) **LICENSES, CERTIFICATES, CREDENTIALS:** Possession of a valid driver's license or the ability to obtain by date of hire.
- 5) **SKILLS, KNOWLEDGE, ABILITIES (SKA's):**
 - Regular and reliable attendance is required.
 - Ability to read and write at a level appropriate to the duties of the position.
 - Ability to follow verbal and written instructions to ensure safety.
 - Ability to operate and care for custodial equipment and supplies applicable to the position.
 - Ability to use custodial systems such as those used to track work orders and two-way radios for communication.
 - Ability to observe safety requirements and safe work practices and methods as required.
 - Ability to perform work involving regular physical activity.
 - Demonstrated customer service abilities.
 - Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
 - Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
 - Communication skills; ability to effectively communicate information in a clear and understandable manner.
 - Thorough knowledge of English grammar, spelling, and punctuation.
 - Ability to interpret, communicate and apply policies and procedures.
 - Ability to maintain a high degree of confidentiality.
 - Solid organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
 - Ability to use technology including email, internet, work order system documentation, etc.
 - Working knowledge of or ability to quickly learn University infrastructure.

F. PREFERRED QUALIFICATIONS: Note any additional knowledge, skills, experience, certificates, education, or licenses that are desired for this position.

- Three (3) years of recent experience (with past 5 years) in industrial custodial maintenance work.
- Experience working in a college or university custodial department.
- Demonstrated skills in an institutional/educational environment possessing a customer-oriented and service-centered attitude.

G. SPECIAL CONDITIONS:

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- **BACKGROUND CHECK:** Satisfactory completion of a background check (including a criminal records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.
- **SENSITIVE POSITION:** This position is considered a sensitive position. Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.
- **MANDATED REPORTER:** Not a mandated reporter.
- **EQUAL EMPLOYMENT OPPORTUNITY:** This University is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.

H. PHYSICAL DEMANDS & WORK ENVIRONMENT (must be completed):
Indicate the type of physical effort which is essential to the position activities:

- SEDENTARY WORK** – involves mainly sitting; minimal walking and standing; lifting light weight objects limited to 15 pounds.

- LIGHT WORK** – involves mainly sitting, up to 25% standing or walking; lifting medium weight objects limited to 25 pounds.
- MEDIUM WORK** – up to 40% of the activities involve sitting, standing, squatting, kneeling or walking; lifting heavy weight objects limited to 50 pounds; may involve pushing and pulling objects within the weight limits.
- HEAVY WORK** – 50% or more of the activities involve walking, standing, squatting, kneeling or climbing; lifting heavy weight objects which may exceed 50 pounds. Frequent and intermittent standing and walking up and down stairs on even and uneven ground. Continuous use of hands for grasping, fine manipulation, twisting and gross manipulation. Occasional to frequent reaching above, at and below shoulder level. Occasional to frequent pushing and pulling, bending, stooping and twisting.

Indicate the type(s) of environmental factors which are essential to the position activities:

- Is exposed to excessive noise
- Is around moving machinery
- Is exposed to marked changes in temperature and/or humidity
- Is exposed to dust, fumes, gases, or radiation, microwave
- Drives motorized equipment. May be required to use a motor vehicle, such as a truck, or electric cart to transport custodial equipment, materials, and supplies.
- Works in confined quarters
- Works in high places
- Other:
- N/A

I. SUPERVISION:

Supervision Received: Describe the nature of supervision the employee in the position will receive.

- Direct Supervision - Employee receives immediate, close and regular supervision
- General Supervision - Employee receives some delegation of responsibility and independence
- General Direction – Employee functions independently under broad guidelines
- Administrative Direction – Responsibilities are defined by the scope of the organizational functions; responsible for formulating operational policies for a comprehensive and diversified program; makes top level management decisions. (Management Only)

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| Name of Supervisor: | Job (Classification)Title: Manager of Custodial Services for Facilities, Administrator I |
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Supervision Given: List name(s) and title(s) of employee(s) that this position will supervise directly (if applicable):

| Name: | Job (Classification)Title: |
|-------|----------------------------|
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J. CLASSIFICATION REVIEW REQUESTS: If this is an existing position that you believe has changed, describe what is different about the assignment in terms of responsibility, complexity, authority, and skill levels. In order to assist you with this analysis, please answer the following questions. **Include organizational chart.** If necessary, attach additional sheets.

1. Which parts of the assignment are the most difficult and/or require the greatest skill to perform? Why? Please give examples.

2. To what extent do the duties of this position involve independent action or require decisions on the part of the person in the position? Which, if any, are the most difficult, and how frequently do they occur?
3. What would be the probable result of a poor judgment, decision, or action by the person in this position? How would these errors be detected? What would be the consequence of the errors?
4. How is work assigned to this position? To what extent does the person in this position have authority to determine what is to be done and when?
5. In what way is the work of this position reviewed? That is, is work spot-checked or is all work reviewed? Are there standardized controls or checks which would normally catch errors made by the person in the position? Please explain.
6. Do you assist in developing departmental policy? If yes, please explain.
7. Does this position have supervisory responsibility? Please specify.

Additional comments: (optional) Clarify duties assigned and/or include any additional information that you think would be helpful in the review of this position.