



City of Pacific Grove  
Established Date: 12/18/2013

## CUSTODIAN

**SUMMARY:** Under close supervision, cleans and maintains City buildings and facilities according to safety rules and Public Works Department (PWD) standards.

**ESSENTIAL FUNCTIONS:** -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs custodial and janitorial duties in City facilities; duties may vary according to job assignment.
- Follows all safety rules and regulations, and cleans up spills and unsafe conditions in a timely manner.
- Cleans floors, walls, and windows using manual and power equipment; empties trash receptacles; cleans sidewalks and entrance ways; moves furniture and equipment; sets up and tears down equipment and facilities for special events and activities.
- Cleans and disinfects restrooms; sanitizes toilets, sinks, and fixtures; restocks restroom supplies.
- Performs job duties within scope of authority, and in accordance with all safety regulations and procedures; reports safety hazards, equipment problems and emergency situations.
- Learns a variety of PWD maintenance work methods and procedures.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

### MINIMUM QUALIFICATIONS:

#### Education, Training and Experience Guidelines:

High School Diploma or GED equivalent is preferred.

#### Knowledge of:

- City policies and procedures.
- Safe work practices, occupational hazards, and safety precautions in public facilities.

#### Skill in:

- Using basic tools in a safe and effective manner.
- Following verbal and written instructions and procedures.

#### LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License may be required.

#### PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed indoors and outdoors; requires moderate physical efforts; may be exposed to safety hazards and dangerous tools and equipment.