



# Custodian

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
CUSTODIAN I	8003	A07	\$27,681 - \$37,677
CUSTODIAN II	8005	A08	\$28,705 - \$39,229
CUSTODIAN III	8007	A10	\$30,910 - \$42,571
CUSTODIAN IV	8009	A12	\$33,840 - \$49,798

## GENERAL DESCRIPTION

Performs custodial work involving cleaning and caring for state buildings, other state facilities, and the surrounding premises; and maintaining custodial equipment.

## EXAMPLES OF WORK PERFORMED

Sweeps, mops, and polishes floors; vacuums carpets; and dusts and sanitizes areas such as restrooms, offices, and other areas within buildings and facilities; uses and applies appropriate cleaning chemicals.

Cleans office furniture, windows, and light fixtures.

Collects and disposes of trash from inside buildings and facilities and from the surrounding premises.

Moves office furniture and other items.

Operates floor maintenance equipment, including buffers, strippers, vacuums, and extractors.

Restocks custodial supplies.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level IV may also perform work listed within the previous levels. Factors that may distinguish between levels include the scope of responsibility, the complexity of the work performed, the types of cleaning equipment used, and the employee's related experience.*

**CUSTODIAN I:** Performs entry-level custodial work. Works under close supervision, with minimal latitude for the use of initiative and independent judgment. Employees at this level may have limited experience or no experience and spend the majority of their time performing simple

to routine work following standard practices. Employees may also assist others in performing job duties of greater complexity.

**CUSTODIAN II:** Performs moderately complex (journey-level) custodial work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may fully perform a variety of routine daily tasks but may often rely on direction from others to solve problems that are not standard. Employees may occasionally assist others in performing job duties of greater complexity.

**CUSTODIAN III:** Performs complex (senior-level) custodial work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may occasionally receive instruction or assistance as new, unusual or unique situations arise and assist others in performing job duties of greater complexity. Employees at this level may:

- Coordinate general custodial functions, minor building repairs, and scheduling.
- Perform minor maintenance and repair work on custodial equipment.
- Inspect buildings and facilities for cleanliness, completed work, and needed repairs.
- Maintain inventory records of building property, custodial and maintenance tools and equipment, and custodial materials and supplies.
- Determine and order needed supplies.
- Provide training for other custodial staff.

**CUSTODIAN IV: (Added 9-1-2023)** Performs advanced (senior-level) work. Works under limited supervision, with considerable latitude for the use of independent judgment. Employees at this level may:

- Assist the custodial manager with the oversight and/or planning of general custodial functions.
- Maintain and review records of custodial activities and related files and reports.
- Review and recommend changes to custodial operations to improve efficiency.
- Ensure that set up, moving, and arrangement of furniture and equipment is appropriate.
- Ensure proper usage, maintenance, and repairs on buildings and cleaning equipment.
- Ensure that custodial supplies are restocked.
- Participate in the development, implementation, and administration of custodial procedures and guidelines.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Experience in custodial work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **For all levels**

- Knowledge of cleaning techniques and procedures.
- Skill in the use of custodial materials and chemicals, and in the operation of custodial tools and equipment.
- Ability to understand written and oral instructions.

### **For Custodian III – IV levels**

- Knowledge of inventory control principles and methods.
- Ability to provide guidance to others.