



San Juan Water District

9935 Auburn-Folsom Road
Granite Bay, California 95746
(916) 791-0115
www.sjwd.org

Custodian

Position Description

Status: FLSA Non-Exempt
Supervisor: Maintenance Chief
Effective Date: July 1, 2007

Supervision Received and Exercised

Receives immediate supervision from the Maintenance Chief. Does not provide supervision to others.

Primary Function

To perform a variety of custodial and minor maintenance duties pertaining to the District's offices, maintenance and treatment buildings.

Essential Duties - *Duties may include, but are not limited to, the following:*

- Sweep, scrub and mop floors;
- Strip waxes, buff and seals floors;
- Vacuum and shampoo rugs;
- Wash, dust and polish furniture, woodwork and shelves;
- Empty and clean waste receptacles;
- Clean walls, windows, and restrooms;
- Replenish supplies;
- Turn out lights and lock doors and windows;
- Report necessary repairs;
- Clean and maintain equipment and material used in work;
- Perform a variety of building maintenance tasks including moving furniture and equipment, replacing lights and air filters, painting, assembling shelving and maintenance of the coffee maker; and perform other duties as required.

Minimum Qualifications

Knowledge of:

- Methods, materials and equipment used in janitorial and minor building maintenance work.
- Safe work practices.
- Principles and practices of modern office procedures, methods and computer equipment.
- Principles and practices of customer service.

Ability to:

- Perform a variety of manual tasks.
- Follow oral and written directions.
- Plan and complete duties on a regular schedule.
- Prepare and maintain records of work performed.
- Exercise judgment related to assigned duties.

- Initiate and maintain effective safety practices.
- Safely use a variety of tools related to maintenance.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Education:

Any combination of training, education, and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is one year of experience in the field of janitorial maintenance plus graduation from high school or equivalent.

License or Certificate:

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Physical Capabilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

| <i>Physical Requirements</i> | <i>Rarely (0-12%)</i> | <i>Occasionally (12-33%)</i> | <i>Frequently (34-66%)</i> | <i>Regularly (67-100%)</i> |
|------------------------------------|----------------------------------------|----------------------------------|--------------------------------|--------------------------------|
| Seeing | | | | ✓ |
| Hearing | | | | ✓ |
| Standing/Walking | | | | ✓ |
| Climbing/Stooping/Kneeling | | | | ✓ |
| Lifting/Pulling/Pushing | | | ✓ | |
| Approximate Maximum Weight to Lift | | | 50 Pounds | |
| Fingering/Grasping/Feeling | | | | ✓ |
| Describe Working Conditions | 95 Percent Indoors, 5 Percent Outdoors | | | |