



**PLACER COUNTY SUPERIOR COURT  
invites applications for the position of:**

## **Custodian (Limited Term)**

**SALARY:** \$21.75 - \$28.64 Hourly  
 \$1,740.00 - \$2,291.20 Biweekly  
 \$3,770.00 - \$4,964.27 Monthly  
 \$45,240.00 - \$59,571.20 Annually

**OPENING DATE:** 10/04/21

**CLOSING DATE:** 10/18/21 11:59 PM

### **JOB SUMMARY:**

Flexibility is very important; applicants must be able to work both day shifts (7:30am-3:00pm) and swing shifts (3:00pm-11:30pm), as well as occasional weekends.

This is a full-time, but temporary (limited term), position, that has been approved until mid-June. Limited term positions are re-evaluated on a regular basis, and continuation is based on funding and operational need.

### **DEFINITION**

To perform a variety of custodial duties to maintain the cleanliness and orderliness of assigned rooms, buildings and related Court facilities.

### **DISTINGUISHING CHARACTERISTICS:**

**Custodian (Introductory Period):** This is the entry-level (introductory period is equivalent to one-year probation) class in the Custodian series. This class is distinguished from the Custodian level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks, but may receive less supervision as they become proficient with assigned duties.

**Custodian:** This is the full journey level class within the Custodian series. This class is distinguished from the Custodian in the introductory period by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the introductory period level.

This class is distinguished from the Facilities Supervisor in that the latter performs facility use coordination duties and exercises technical and functional supervision over custodial staff.

**SUPERVISION RECEIVED AND EXERCISED:**

**Custodian (Introductory period):** Receives immediate supervision from the Supervising Custodian and may receive technical and functional supervision from management and supervisory staff.

**Custodian:** Receives general supervision from a Supervising Custodian and may receive technical and functional supervision from management and supervisory staff.

**ESSENTIAL FUNCTIONS:****ESSENTIAL FUNCTIONS, RESPONSIBILITIES, KNOWLEDGE AND ABILITIES**

When assigned, all of the essential functions and tasks listed below must be accomplished effectively, are standard, and may not be inclusive of all functions and tasks that may be assigned. The court reserves the right to assign or reassign duties as required to achieve business and operational objectives. Essential functions and tasks may include, but are not limited to those listed below.

- Cleans offices, restrooms, corridors, stairways, storerooms, and other assigned areas by sweeping, vacuuming, mopping, scrubbing, and polishing.
- Operates power-driven equipment in waxing, polishing, buffing floors and linoleum, desks and counter tops and in scrubbing linoleum, cement tile, terrazzo, and wood floors.
- Mixes or blends routine cleaning solutions in proper concentrations as necessary to wash door, glass, mirrors, blinds, windows, walls, ceilings, and high light fixtures and may work on ladders.
- Vacuum and clean carpets; deep clean carpeting using a variety of carpet cleaning equipment and techniques.
- Clean and disinfect restroom; restock restroom supplies as necessary.
- Empties, cleans and lines waste receptacles and disposes of trash.
- Removes bio-hazardous waste from temporary holding containers.
- Cleans lighting fixtures; may change tubes or bulbs.
- Dust, wax, wash and polish furniture and woodwork; wash windows, walls, and blinds; polish metal work.
- Clean and dust books and shelves; move and arrange furniture and equipment.
- Cleans windows in public areas.
- Closes windows, turns off lights, and locks doors to secure building.
- Perform minor building maintenance.
- Adjusts, cleans and performs minor maintenance on custodial equipment.
- Unlock and lock entrances to buildings; check buildings for security.
- Performs basic grounds maintenance work such a blowing or sweeping walkways and sidewalks and picks up trash on grounds.
- Picks up and delivers materials; performs a variety of staff support such as lifting and moving materials or equipment.
- May be called upon to clean up spills, flooding or other emergencies.
- Follows label instruction to mix and dilute cleaners, disinfectants and other material to ensure proper strength for use.
- May train and lead assigned custodial staff.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer services.

**Other Functions:**

- Will keep basic records of work performed.
- May set up meeting rooms and rearrange furniture; drives a motor vehicle to specific work sites.
- May be required to drive a personal or Court motor vehicle.
- Performs related duties as assigned.

## CUSTODIAN (Introductory Period)

### **Knowledge of:**

- Cleaning materials and disinfectants, equipment and tools used in custodial work.
- Principles and practices of work safety.

### **Ability to:**

- On a continuous basis, know and understand operations and observe safety rules; Intermittently analyze problem equipment; identify safety hazards; identify and locate supplies and equipment; identify and locate cleaning and maintenance issues; interpret work assignments; remember tasks and daily assignments; and explain cleaning and maintenance issues to others.
- Intermittently, sit while studying or preparing work papers; stand, walk, bend, squat, climb, kneel, and twist while performing cleaning or general facility maintenance activities; perform simple and power grasping, pushing, pulling, and fine manipulation; regularly lift very heavy weight.
- To learn how to use a variety of equipment, materials and tools required in custodial work.
- Clean, care for and detail assigned areas.
- Perform heavy manual work.
- Work assigned shifts.
- Understand and follow written and oral instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain confidentiality of Court documents and records.

## CUSTODIAN

In addition to the qualifications, knowledge and abilities for the Custodian in the Introductory Period:

### **Knowledge of:**

- Methods of cleaning and preserving floors, walls and fixtures.
- Cleaning materials and disinfectants, equipment and tools used in custodial work.
- Principles and practices of work safety.

**Ability to:** Use a variety of equipment, materials, and tools, including electrical cleaning equipment, required in custodial and minor maintenance work.

## QUALIFICATIONS:

### MINIMUM QUALIFICATIONS

#### CUSTODIAN (Introductory Period)

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:** Some general labor experience is desirable.

**Education:** Minimum of high school diploma or possession of G.E.D.

**License or Certificate:** May need to possess a valid driver's license as required depending on the position. Proof of adequate vehicle insurance and medical clearance may also be required.

## CUSTODIAN

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:** One year of experience performing duties similar to a Custodian in the Introductory Period with Placer County Superior Court.

**Training:** Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**License or Certificate:** May need to possess a valid driver's license as required depending on the position. Proof of adequate vehicle insurance and medical clearance may also be required.

## **SUPPLEMENTAL INFORMATION:**

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics 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 the essential functions.

#### Regularly Required:

- Mobility to perform custodial work, including operating hand and power equipment
- Stamina to stand and walk for extended period of time
- Twist and bend neck
- Vision to read printed materials for prolonged periods of time
- Hearing and speech to communicate in person or over the telephone
- Traverse to various court divisions
- Bend at waist and reach below shoulder height
- Grasp, lift and move items weighing up to 10 lbs
- Strength to lift and maneuver materials and equipment with up to 50 pounds
- Tolerate a moderate noise level
- Crouch, stoop and/or climb
- Reach above shoulder height
- Potential exposure to people with illnesses

**Work environment:** While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level and traffic level in the work environment are similar to a busy office and a busy public facility.

Shifts may vary or you may be required to work extended shifts, or may be called back in emergency situations. Overtime may occur on an occasional basis.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://placer.courts.ca.gov>

PO Box 619072  
Roseville, CA 95661  
(916) 408-6429

[HR@placer.courts.ca.gov](mailto:HR@placer.courts.ca.gov)

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Position #21-13  
CUSTODIAN (LIMITED TERM)  
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