

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 34
Fiscal Year: 2010/2011
Posted Date: January 21, 2011
Reposted Date: February 8, 2011

***AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Draft job specification attached.)***

Item #	Class/Title
1	2708 Custodian

For additional information regarding the above proposed action, please contact Carmela Villasica at (415) 557-4928 or-email her at Carmela.Villasica@sfgov.org.

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at:

<http://sfdhr.org/index.aspx?page=109>

cc: All Employee Organizations
All Departmental Personnel Officers
Anita Sanchez, CSC
Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Maria Newport, SFERS
Clare Leung, MTA
Suzanne Wong, MTA
File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: CUSTODIAN

Job Code: 2708

INTRODUCTION

Under supervision, performs routine manual cleaning tasks in public buildings, schools, other facilities and surrounding areas; and performs related duties as required.

DISTINGUISHING FEATURES

Employees in this class are responsible for following established methods and procedures in the application of simple manual skills and use of cleaning tools, equipment and supplies to clean interiors of buildings, other facilities and surrounding areas. Nature of work requires sustained physical effort involving continuous light work and occasional heavy work in moving or lifting furniture and equipment, with some exposure to accident and injury hazards and disagreeable elements.

SUPERVISION EXERCISED: none

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Sweeps, scrubs, mops, spots and waxes floors; vacuums and cleans rugs and carpets.
2. Cleans, dusts and polishes cabinets, furniture and woodwork; empties and cleans waste receptacles and ashtrays.
3. Cleans stairways and hallways; cleans and disinfects restrooms and replenishes supplies; may perform minor duties in unplugging sinks and toilets; cleans offices and lobbies; cleans ceilings, walls, window shades, light fixtures and venetian blinds.
4. Assists in moving and arranging furniture and equipment.
5. Turns out lights and locks doors and windows.
6. Operates scrubbers, buffers, waxers and related electrical appliances and equipment; may tend simple, low pressure heating and ventilating systems; may check water levels in gauges and periodically perform routine servicing to boilers and pumps.
7. In recreational areas, cleans auditoriums, gymnasiums, club houses and locker rooms; picks up papers and rubbish in play areas; hangs flags and decorations; reports evidences of vandalism, broken plumbing, windows, doors, locks, etc.
8. May wash interior glass partitions and interior and exterior windows which can be easily reached from floor or ground level.
9. As school custodian, may supervise and maintain order among students during recess periods; distributes milk or other refreshments to students; performs minor duties in repairing

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chairs, desks and toys.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge, Abilities and Skills: Requires good working knowledge of the methods, materials, chemicals, disinfectants, safety practices and equipment used in janitorial work.

Requires ability and skill to: use and care for janitorial equipment and supplies; read and write, follow written and oral directions.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

~~Training and Experience: Requires completion of eight years of elementary school, supplemented by at least one year of experience in janitorial work, or an equivalent combination of training and experience.~~

1. Six (6) months (1040 hours) verifiable paid full-time custodial or janitorial experience at a commercial building government and/or private facility (such as an office building, warehouse, retail or wholesale store, or non-profit agency Schools, Libraries, Hospitals, Airports, and Government institutions, etc.) subject to frequent public traffic or a large commercial facility (such as a university, hospital ~~S~~stadiums, ~~A~~auditoriums, Arenas, ~~H~~hotels/motel, etc.);

OR

2. Certificate of completion of a Custodial Training Program equivalent to those that offered by the San Francisco Community College District or certified by the City and County of San Francisco Human Services Agency;

OR

3. Verification of current enrollment in a custodial training course equivalent to those that offered by the San Francisco Community College District or certified by the City and County of San Francisco Human Services Agency at the time of application. Candidates who are enrolled in a custodial training course at the time of application must submit verification of having completed the course (e.g., a copy of their certificate), prior to appointment. Candidates will remain under waiver until such time that verification is provided.

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LICENSE AND CERTIFICATION

none

PROMOTIVE LINES

TO: 2716 Custodial Assistant Supervisor

ORIGINATION DATE:

AMENDED DATE:

Sept. 7, 1976 Consolidates class 2714 Janitor and class 2702 Janitress Oct. 18, 1982 Consolidates class 2708 Custodian and class 2709 School Custodian;

REASON FOR AMENDMENT

To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S):

COMMN, SFCCD SFMTA, SFUSD