

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

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|---------------------------|-------------|-------------------------|-----------------|
| FLSA: | NEXP | Job Code: | ACV32602 |
| Job Class Code: | 150 | Salary Schedule: | AREG |
| EEO Category: | 08 | Grade: | 10 |
| Workers Comp Code: | 9015 | | |

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| Job Code Established: | 01/03/87 | Effective Date: | |
| Job Code Revised: | 01/01/04 | Effective Date: | |

JOB CODE SERIES: Residential Services

JOB CODE TITLE: CUSTODIAL WORKER II

HRIS TITLE: CUSTODIAL WORKER II

CHARACTERISTICS OF THE CLASS: General Supervision by a Custodial Crew Supervisor or Building Maintenance Supervisor. Has the authority to assist in training new staff; to change work assignments in absence of supervisor; determine methodology and kind of equipment to complete assigned task. Heavy lifting required. Provides basic janitorial services, concentrating in heavy work environments with hard surfaced floors; washes walls; spots/shampoos/vacuums carpeting; assists with janitorial supplies distribution; works continuous mobility assignments in multiple areas; Or performs light building maintenance, groundskeeping, building security/alarm activation, or functions as a lead person. Work product consists of cleaned and sanitized offices and armory buildings; extraneous matter removed from museum displays; cleaning products safely mixed and used; cleaning supplies delivered and stored; buildings secured; new staff trained in basic cleaning procedures. Responsible for safe and sanitary environment in all areas of State buildings; meeting quality control standards established by the State of Arizona.

EXAMPLES OF DUTIES: Cleans hard surfaced floors by wet mopping, stripping residue or spotting and buffing. Vacuums carpeting in office buildings, lifts spots with cleaning agents. Uses disinfectants, cleans restrooms, toilets, floors, chrome fixtures and mirrors. Leads, guides and trains new employees in carrying out cleaning tasks. Drives truck, distributes custodial supplies to various buildings on grounds or in area. Attends in-service training and role-modeling by supervisor, pertaining to new equipment or cleaning solutions. Dusts and polishes furniture in work area. Empties waste containers and disposes of trash. Sweeps and hoses off outdoor areas around public buildings. Moves office furniture and equipment from one location to another. Maintains inventory record of stock used or acquired for custodial purposes; routes supply requests. Completes work orders for broken equipment to be repaired; delivers to maintenance department. Performs minor plumbing and electrical adjustments and repairs in buildings.

Checks and replaces light bulbs, fluorescent tubes and ballast's in light fixtures. Mixes chemicals in a routine procedure for application in cleaning facilities and fixtures. Provides a security check of personnel accessing and departing buildings after work hours; unlocks and locks main door. Ensures that all doors and windows are locked resulting in building security. Provides energy conservation by turning off lights, heat and air conditioning. Guides and counsels subordinate level workers in detecting and correcting safety hazards. Removes and replaces filters with air controls of furnaces and cooling equipment. Edges and trims grass around trees, curbs and other outside areas; pulls and cuts weeds. Mows and cuts grass in grounds care. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: cleaning procedures, sanitization and safety; the operation of powered cleaning equipment; cleaning agents and chemical reactions when solutions are mixed; role-modeling to new employees; basic groundskeeping methodology and plant life maintenance; agency's building security procedures; cleaning supplies storage and rotation.

Skill in: using powered cleaning equipment; the application of cleaning methods and techniques; positioning self to avoid injury when lifting heavy objects.

SPECIAL SELECTION FACTORS: Requires ability to pass a post-offer physical exam. May require possession of and ability to maintain a current, valid Arizona drivers license appropriate to the assignment.