

July 1, 1999

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **CUSTODIAN III**

##### **DEFINITION:**

Under general supervision to participate in and lead the work of staff performing varied custodial functions; and to perform related work.

##### **\* EXAMPLES OF DUTIES:**

- As a working crew leader, assigns and performs all types of custodial duties such as:
- Cleaning floors, carpets, restrooms, waste receptacles, walls, and windows;
- Supervises and inspects the work in an assigned area;
- Makes recommendations to supervisors on the work performance of subordinates;
- Moves and arranges furniture;
- Cleans lighting fixtures and replaces lamps;
- Issues supplies to subordinates;
- Maintains timekeeping records;
- Assists with taking inventory and requisitioning needed supplies;
- Gives information to the public, makes written and oral requests for repair services and material.

##### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of experience performing varied janitorial, custodial, or domestic maintenance work.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.