

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** CUSTODIAN

**TITLE #:** 1203

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the efficient and economical cleaning and maintenance of a small or medium size school, municipal building or for a large building on an assigned shift. Work is performed under general supervision with some leeway for use of independent judgment in meeting approved standards of building cleanliness and operation. Supervision is exercised over the work of a small number of cleaning or custodial personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Supervises and participates in all building cleaning activities;

Assigns tasks and instructs subordinates in the use of building cleaning supplies, materials and equipment, and checks to see that assignments are carried out;

Operates or checks the operation of building's heating system;

Checks to insure that buildings are heated, cleaned, locked and in readiness for all activities;

Consults with supervisor regarding unusual maintenance problems and makes recommendations concerning the purchase of supplies, materials and equipment;

Keeps activity and budget records;

Performs a variety of semi-skilled carpentry, plumbing, electrical and other building maintenance tasks;

May supervise and participate in a variety of grounds keeping activities.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of building cleaning practices, supplies and equipment and ability to use them efficiently and economically; skill in the operation of cleaning equipment; ability to make minor plumbing, electrical, carpentry and mechanical repairs and perform a variety of routine maintenance tasks; ability to understand and carry out oral and written directions; ability to lead and supervise the work of others; willingness to perform custodial and other manual tasks; thoroughness; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** One (1) year of building cleaning or maintenance experience.

**JURISDICTIONAL CLASSIFICATION:** Competitive;  
Non-competitive when part-time among Special Districts.

ADOPTED: Unknown

REVISED: 4/20/67

REVISED: 3/12/85

REVISED: 5/12/93 kmg

REVISED: 1/15/02 ms

REVISED: 8/30/03 ms