



CUSTODIAN/DELIVERY DRIVER

Reports to: Varies by assignment
Division: Administrative Services

Our ideal candidate

You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are a good problem-solver and enjoy providing great service. You care about the people you work with and the individuals receiving your services. You are a team player and strive to do a good job.

General description

Under the direction of the Maintenance and Operations Supervisor, perform custodial and routine maintenance duties to assigned buildings; deliver materials and equipment and other items to various locations.

Specific duties and responsibilities

- Sweep, mop, strip, wax and buff floors; vacuum, spot clean and shampoo carpets; sweep sidewalks.
- Wash windows and clean rain gutters using tall ladders.
- Wash and dust, screens, doors, desks, counters, table tops and walls.
- Clean sinks, urinals, toilets, mirrors, drinking fountains and woodwork; apply disinfectant to urinals and toilet bowls.
- Restock towel, tissue and soap dispensers.
- Empty pencil sharpeners and trash containers.
- Replace light bulbs and tubes; clear clogged plumbing; perform other simple repairs, adjustments and replacements to assigned buildings.
- Maintain security by checking doors, windows and lights.
- Set up auditoriums and other rooms for meetings and special events.
- Pick up supplies from vendors in the local area; pick up donations from local individuals.
- Move materials, equipment and furniture between various rooms at the County Office and other sites; deliver paychecks to various sites; move materials, equipment and furniture to and from various sites.
- Clean County cars, trucks and vans.
- Assist in more complex maintenance activities as needed.
- Perform related duties as assigned.



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Requirements

Education: Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above

Experience: One year experience in the care and cleaning of building and facilities, including delivery duties.

Knowledge of:

- Methods and materials used in cleaning buildings and related fixtures and equipment.
- Basic methods, tools and equipment and materials used in building maintenance.
- Moving materials, equipment and furniture safely and efficiently.
- California Motor Vehicle Code.
- Locations of and appropriate routes to local vendors and County sites.
- Health and safety regulations.
- Oral and written communication skills.

Ability to:

- Drive a vehicle safely.
- Clean buildings and related fixtures and equipment.
- Perform simple repairs to assigned buildings.
- Move items safely between different locations.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Lift objects weighing up to 100 pounds.
- Work from tall ladders.

Licenses and certificates

- Requires a valid California Class C Driver's License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.

Working conditions

Work includes indoor and outdoor environment; subject to travel between sites; lifting and climbing.

Series

Maintenance/Operations/Transportation Series



CUSTODIAN/DELIVERY DRIVER

Salary range 60

<i>Approved by the Personnel Commission:</i>	June 14, 1984
<i>Revised:</i>	May 28, 1992
<i>Revised:</i>	June 30, 2022