



CLASS SPECIFICATION

Class Title: Custodian I
Department: County-wide
FLSA: Non-exempt

Class Code: 1160
Grade: 9
Eff. Date: 01/01/1982
Revised: 03/28/2022

GENERAL PURPOSE

Under close supervision from an administrative superior, performs routine cleaning work.

EXAMPLE OF DUTIES

Sweeps, vacuums, mops, waxes and buffs floors; dusts, empties trash cans, cleans windows and rest rooms; maintains building entrances. Clears debris from sidewalks and parking lots.

Performs minor maintenance and repairs as requested or assigned; replaces lamps and light bulbs.

Carries out heavy cleaning tasks and special projects.

Operates custodial power tools and cleaning equipment.

May operate a motor vehicle.

Operate a computer to check emails, calendar events, track or add work assignments, and make timesheet updates.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

This is an entry level position requiring no minimum amount of education or experience.

Career Ladder: This position is part of a career ladder job series. An incumbent may be eligible for career ladder advancement to Custodian II on his or her eligibility date after meeting the minimum requirements for the position and upon supervisor's recommendation and Administrative Officer concurrence.

DCSO: An employee must be in good standing with the Sheriff's Office, including no disciplinary actions greater than a coach and counsel within the last 12 months.

Preference given for experience cleaning office buildings.

2. Special Qualifications:

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license



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must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of cleaning methods and custodial supplies, tools, and equipment.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: read well enough to understand and follow instructions related to cleaning solutions; properly use cleaning solutions/chemicals, custodial tools and equipment; follow written and oral instructions; communicate effectively (both orally and in writing); establish and maintain effective working relationships with supervisors, other employees and the general public.

WORKING CONDITIONS

Carry, set-up, ascend and descend ladders; lift and carry cleaning tools and supplies.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***