



## CLASS SPECIFICATION

**Class Title:** Custodian II  
**Department:** County-wide  
**FLSA:** Non-exempt

**Class Code:** 1161  
**Grade:** 10  
**Eff. Date:** 06/01/1995  
**Revised:** 03/28/2022

### GENERAL PURPOSE

Under general supervision of the Director or other administrative supervisor, performs routine custodial duties and monitors work of assigned custodians.

### EXAMPLE OF DUTIES

Performs routine cleaning of County building and grounds. Sweeps, vacuums, mops, waxes and buffs floors; dusts, empties trash cans and ash urns, cleans windows and restrooms; maintains building entrances and shovels snow when necessary. Weeds flower and shrub beds as necessary and as directed. Clears debris from sidewalks and parking lot.

Moves and sets up equipment and furniture for meetings and events; returns equipment and furniture at the completion of event.

Performs minor maintenance and repairs as assigned. Replaces lamps and light bulbs.

Observes and reports maintenance problems to Custodial Supervisor. In the absence of the Custodial Supervisor, ensures all campus buildings are secured and locked each night.

Operates custodial power tools and cleaning equipment.

May operate a motor vehicle.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

**1. Education and Experience:**

Two (2) years of experience as a custodian or related work 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 for** high school graduation (or equivalent).

**2. Special Qualifications:**



## CLASS SPECIFICATION

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 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:** custodial practices and procedures; cleaning chemicals, tools, and equipment; safety policies, procedures, and practices; bodily fluid and bio-hazard cleanup procedures; department policies, procedures, and practices.

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:** Work independently with minimal supervision; properly use cleaning solutions/chemicals, custodial tools and equipment; understand and follow written instructions related to cleaning solutions; follow oral and written 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.

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.**