



DEPARTMENT OF MOTOR VEHICLES

616-2011-004

POSITION DUTY STATEMENT

Division: Field Operations Division	Classification Title: 2011 Custodian
Branch: Region V	Working Title: Custodian
Unit: Santa Monica	Tenure/Timebase: Permanent Fulltime
Position City: Santa Monica	Position County: Los Angeles County
Position Number: 616-2011-004	CBID/Bargaining Unit: R15
<p>Conflict of Interest Classification: No</p> <p>This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p>	
Medical Evaluation: Yes	Bilingual Language:
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Effective Date: 11/14/2019

<p>Direction Statement and General Description of Duties: Under supervision of the Administrative Manager, performs as necessary all of the functions below on a rotational or workload basis. The amount of time performing certain tasks may vary based on the needs of the office. Saturday and/or extended office hours may be required.</p>	
<p>Percentage and Essential/Marginal Functions:</p>	
75%	(E)



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	Daily Maintenance Work Cleans and sanitizes all drinking fountains; Sweeps and damps mop all tile floors. Spot washes areas of spillage, etc.; Dusts and spot cleans finger marks from office furniture, all counter tops, woodwork, and partition; Vacuums carpeted areas; Dusts desks, chairs, and file cabinets; Empties all wastebaskets; Spot cleans and removes smudges and spots on walls; Removes fingermarks and smudges from glass doors; Sweeps out entrance ways to building; Checks and replaces any faulty fluorescent tubes or light bulbs as directed by office; manages interior and exterior; Cleans restrooms, lounge and kitchen. Sanitizes all bowls, basins, mirrors, fixtures, floors, and partitions with germicidal detergent Refills all dispensers in restrooms and empty all waste containers; Spot cleans wall and partition surfaces in restrooms as needed; Removes and deposits trash in designated containers; Checks all rooms, set lights for night, close and lock building
10%	(E) Weekly Maintenance Work Waxes and/or buffs tile floors every two weeks if appropriate
10%	(E) Monthly Maintenance Dusts frames, hangings, moldings, door frames, clocks, trim, ledges, sills, air supply and exhaust diffusers, grills, venetian blinds and/or any other window coverings. Cleans all windows - inside and out.
5%	(M) Miscellaneous Other duties as required.

Supervision Received: The Custodian performs tasks under the general direction of the Administrative Manager, Department of Motor Vehicles (DMV).
Supervision Exercised and Staff Numbers: None
Physical Requirements: Work involves exposure to unusual elements, such as dust, fumes, unpleasant odors, loud noises, and climate changes. Requires physical work; heavy lifting, moving, pushing or pulling of objects up to 50 pounds, bending, climbing, and reaching. May walk/stand for up to 2 hours at a time.
Special Requirements: The position requires Medical Clearance. Saturday/extended office hours may be



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required.
Personal Contacts: Will interact with the public and office staff as needed.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE