

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Janitor</b>	
		Division and/or Subdivision <b>Southern Region</b>	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters <b>Riverside</b>	
		Class Title of Position <b>Custodian I</b>	
		Position Number <b>541-401-2011-002</b>	
		Effective Date <b>3/1/2024</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities:		
20%	Under supervision from Southern Region Crews Assistant Chief, the Custodian I (Janitor) is responsible for the overall cleanliness of the main headquarters building along with all other outlying buildings and facility grounds. This includes offices, reception areas, meeting and break rooms, kitchens, restrooms, hallways, gym, stairways, lobbies, storage areas and other areas attached or near buildings.		
20%	* Empties and cleans facility waste recepticals and recycle bins; cleans, mops, scrubs restrooms, restroom fixtures, sinks, toilets and urinals, refills restroom and kitchen supply dispensers daily.		
20%	* Cleans, dust, and polishes facility cabinets, furniture, woodwork, and metalwork; cleans and wash windows, window shades, light fixtures, walls and ceilings; replace light bulbs and tubes as needed or as directed.		
10%	* Cleans, sweeps, scrubs, mops and waxes floors; vacuums rugs and carpets as needed or as directed. Operate scrubbers, buffers, waxers, vacuums, and other equipment and machinery.		
10%	* Assists in moving and arranging furniture and equipment as required; turns off lights and locks doors and windows, sets alarms as needed.		
	* Maintains inventory of cleaning, janitorial supplies; provides staff with lists of needed supplies when requested.		
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
<b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: Possession of a valid drivers license of the appropriate class issued by the Department of Motor Vehicles is required prior to appointment. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit tested for respiratory protection equipment.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

Working Title of Position  
**Janitor**

Percentage of Time  
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

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| 5% | * When assigned to work crews-oriented duties, may be called upon to give experienced guidance to Service Assistants (Custodian) in the performance of routine janitorial tasks; may also instruct, lead, or supervise inmates under the direction and guidance of their immediate supervisor. |
| 5% | *During emergency incident activities, may assist in warehouse operations and supply deliveries to other locations. *The employee may also assist with non-emergency supply deliveries to various locations.   |
| 5% | *Operates the facility's forklift for the loading and unloading of vehicles, moving trash dumpsters, or moving heavy objects as needed on the compound.  |
| 5% | Performs other duties as required and assigned.  |

\*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

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Job qualifications and/or conditions of employment:

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature

Date

Supervisor Signature

Date

**Personnel use only**

☐ Posted to Directory

Initials and Date