

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position CUSTODIAN	
		Division and/or Subdivision SACRAMENTO HQ/ FPP/ TRAINING CENTER	
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 IONE – AMADOR COUNTY	
		Class Title of Position CUSTODIAN I	
		Position Number 541-029-2011-009	
		Effective Date 5/8/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under supervision of the Custodian Supervisor II, performs custodial duties to keep the Training Center safe, clean and orderly. Duties include, but are not limited to the following: *Cleans dormitory rooms, stairways, hallways, restrooms, offices, classrooms, labs, and lobbies as assigned; cleans ceilings, walls, windows, window shades and light fixtures. *Cleans, dusts, and polishes cabinets, furniture, and woodwork. *Empties and cleans waste receptacles, refills lavatory supply dispensers.		
25%	*Sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; operates buffers and other equipment and machinery.		
10%	*Assists in moving and arranging furniture and equipment as required; replaces light bulbs and tubes.		
5%	*May perform facility lockup procedures including turn out lights, lock doors, and windows.		
5%	*Removes debris and cobwebs around buildings and parking areas. *Cleans walkways.		
5%	*Performs deep cleaning during Training Center shut-downs.		
5%	*Performs duties of other custodians during periods of absence (i.e., vacations and illnesses).		
5%	Other job related duties as 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.			
Equal Employment Opportunity (EEO) Statement: 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: Duties require complete control of all physical faculties and may include considerable walking, standing for long periods of time, transferring 25 to 50 pounds, climbing, bending, stooping, squatting, twisting and reaching.			
"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	