STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current
☑ Proposed

RPA NUMBER 30839	DGS DIVISION / OFFICE or CLIENT AGENCY Facilities Management Division (FMD)
UNIT NAME LA East / Riverside	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 3737 Main Street, Riverside, CA. 92501
CIVIL SERVICE CLASSIFICATION Custodian II	POSITION NUMBER 308-333-2003-XXX / CBID R15
POSITION ELIGIBLE FOR TELEWORK: ☐ Yes ☑ No	PROBATIONARY PERIOD ☑ 6 Months ☐ 12 Months ☐ N/A / WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday Through Friday 2:00 pm - 10:30 pm	TENURE P
WORKING TITLE Lead Custodian	TIMEBASE FT
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☐ Yes ☑ No	BILINGUAL POSITION: ☐ Yes ☑ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE

CORE VALUES / MISSION ☑ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the direction of the Custodian Supervisor I, the Lead Custodian in the Facilities Management Division (FMD) Riverside leads and performs the required janitorial services in keeping an assigned office, building, or area clean and orderly by applying sustainable work practices in the operation and maintenance of all building systems and equipment within region II buildings in accordance with Department of General Services (DGS) and FMD policies, procedures, and guidelines and the Excellence in Public Buildings Initiative.

SPECIAL REQUIREMENTS

☑ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Medical Clearance
This position requires medical evaluation clearance.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Assists in the planning of daily operations, scheduling labor and inspecting work areas by providing performance evaluations, reporting administrative disciplinary and safety matters, promptly addressing any unsafe conditions or damage to the building, reporting negative actions and accidents to the CS I, completing Supervisor's Report of Accidents, recording information from the injured employee, and preparing daily activities reports to be submitted to the CS I at the end of each shift utilizing MAXIMO, Activity Based Management System (ABMS), accident reports and Microsoft in order to hold staff accountable, work is being completed and ensure the FMD Cleaning Manual and applicable policies, procedures, and guidelines are being followed.
25%	Leads and works with staff cleaning building, office and/or common areas by sweeping, scrubbing, mopping, waxing floors, vacuuming rugs and carpets, dusting, polishing cabinets, furniture,

PERCENTAGE	DESCRIPTION
	woodwork and metalwork, emptying and cleaning waste receptacles, cleaning stairways, escalators, elevators, hallways, restrooms, offices, lobbies, ceilings, walls, window shades, light fixtures, interior glass partitions, and blinds, moving and arranging furniture and equipment as required, turning lights out and locking doors and windows, refilling lavatory supply dispensers, operating scrubbers, buffers, and other equipment and machinery as required utilizing the appropriate tools in order to maintain a clean and safe building and ensure cleaning standards are met in accordance with the FMD standards outlined in the Cleaning Manual and applicable rules, and guidelines.
25%	Train new employees in overseeing the operations of janitorial equipment, the proper use of tools and the proper methods of completing their work assignments by demonstrating new techniques, reinforcing existing cleaning methods, and providing feedback in order to maintain the proper methodologies and ensure the FMD policies and procedures are being followed.
10%	Assists in timekeeping, maintaining inventory, assigning keys and special projects by informing the CS I when additional coverage is needed, maintaining records and storing custodial equipment in an authorized manner in order to maintain easily accessible information in accordance to FMD standards and guidelines.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Performs other duties as required such as special projects or safety-related reports. Attends mandatory or job-related training and assist supervisors and others as needed. Performs special required duties during emergencies.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☑ Travel (Specify the percentage in the travel box below)

Travel 5 % of the time to various locations and may include overnight travel by various methods of transportation.

Work in low-rise to high-rise office buildings.
Wear unaltered FMD supplied uniforms according to current uniform requirements.
Work involves exposure to unusual elements, such as extreme temperatures, dust, fumes, unpleasant odors, and loud noises.
Work environment involves some exposure to hazardous chemicals or physical risks, which require following basic safety precautions.
Work requires heavy physical work; heavy lifting and moving required of objects up to 50 pounds.
Work environment includes exterior of building, outdoor common areas, and parking lots.
Work in inclement weather including rain, heat, and cold.
May encounter live or dead insects, reptiles, rodents or other wildlife in the performance of duties.
May require working in confined spaces, i.e., ceiling, crawl spaces, and mechanical equipment spaces.
May require driving supplies and/or equipment from one job site to another.
May require the ability to work overtime or at other FMD locations.

DESIRABLE QUALIFICATIONS

☐ Current
☑ Proposed

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

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

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED