

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Custodian Supervisor I	Custodian Supervisor I
NAME OF INCUMBENT:	POSITION NUMBER:
	314-301-2002-
CBID/WWG/PROBATION:	UNIT NAME:
S15/ 2 / 12 months	Building and Maintenance
SUPERVISOR'S NAME:	SUPERVISOR'S CLASSIFICATION:
	Custodian Supervisor II
SCHEDULE / SHIFT:	REVISION DATE:
	09/01/2026
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☐ Conflict of Interest Filing (Form 700) Required ☒ State Issued Uniform ☐ Requires DMV Pull Notice ☒ Medical Examination/Testing ☐ EPA Section 608 Technician Certification ☒ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) <i>Click to enter text</i>	
May be required to work weekends and Holidays. A two-way radio must always be worn while on duty. Must wear non-slip footwear. See classification specifications for more information.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
General Statement: (Briefly describe the position's organizational setting and major functions)	
Under the general direction of the Custodian Supervisor II and the Custodial Services Manager, the duties of the Custodian Supervisor I include, but are not limited to, maintaining and cleaning offices, restrooms, buildings, and other assigned areas, ensuring all areas are kept clean and orderly throughout State property; operating a variety of cleaning tools and equipment; coordinating and leading the activities of Custodian I staff. The Custodian Supervisor I directly supervise a crew of 5-7 custodians in the cleaning and general maintenance of California Science Center buildings and grounds and is the first point of contact for all personnel related tasks, including timekeeping, performance management, health and safety, and training.	

Name of Incumbent

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Percentage of Duties	Essential Functions
50%	Supervision. Schedules, assigns, supervises, and assists staff performing custodial duties. Inspects custodial work of subordinate staff daily to ensure a clean building. Communicates unit goals and objectives, establishing performance expectations, reviewing and approving/denying timesheets, managing staff requests for time off, maintaining adequate staffing, providing direction and information on Science Center processes, developing timely performance evaluations, identifying training needs, promote upward mobility, and provide guidance on personnel performance issues to support equal employment opportunities and a harassment/discrimination-free work environment. Coaches, mentors, and evaluates new custodial employees through onboarding, training, and completing probationary reports timely. May assist with the completion of position action documentation to initiate the recruitment process. May assist the recruitment and interview process to hire Custodian I.
30%	Inventory and Equipment. Tracks and inventories custodial supplies, products, tools, and equipment needed by maintaining an inventory log of supplies to make recommendations to management for ordering and replenishing supplies. Survey equipment within areas of responsibility and ensure that repairs are made in a timely manner. Orders repair parts, tools, supplies and equipment using a State issued credit card, Cal-Card, State contracts or private vendors; and completes all necessary procurement procedures and paperwork.
15%	Provides back-up and coverage by performing custodial work and assisting with custodial tasks when personnel shortages occur to maintain business continuity to ensure a clean and safe building environment in accordance with Science Center standards.
Percentage of Duties	Marginal Functions
5%	The incumbent will perform other job-related duties as required to fulfill the department mission, goals, and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and department administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings and all types of job-required training.

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4. WORK ENVIRONMENT (Choose all that apply)

Standing: Continuously - activity occurs > 66%	Sitting: Occasionally - activity occurs < 33%
Walking: Continuously - activity occurs > 66%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Frequently - activity occurs 33% to 66%	Bending/Stooping: Frequently - activity occurs 33% to 66%

Other: Requires full range of body motion including handling and lifting equipment, manual, and finger dexterity and eye-hand coordination. Involves heavy lifting over 25 pounds, often combined with pushing, pulling, bending, stooping, squatting, grabbing, carrying, kneeling, twisting, and reaching at, or above, shoulder level; includes bending and twisting. Work involves exposure to dust, chemicals and/or loud noises.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Typical Work Environment:

☐ Private Office ☒ Cubicle ☐ Shop ☒ Assigned Area ☐ Other:

Telework Status:

- ☐ Office-Based - 0% telework
☐ Office-Centered 20% telework (1 day)
☐ Remote-Centered 60 – 100% telework

NOTE: If eligible, an approved STD 200 Telework Agreement is required to be submitted to the Telework Coordinator and may require, as a prerequisite, full on-boarding and specific training.

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

Directly – 5 to 7 Custodian I.

6. SIGNATURES

Employee's Acknowledgement:

My signature below indicates that I have read and understand the duties listed above and certify that I possess the required skills, knowledge, experience, and personal characteristics; including integrity, initiative, dependability, good judgement, ability to work cooperatively with others, and the ability to perform the assigned duties as described above with or without reasonable accommodation*.

Employee's Name:

Employee's Signature:

Date:

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position with the employee and have provided a copy of the Duty Statement to the employee.

Supervisor's Name:

Supervisor's Signature:

Date:

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7. HR USE ONLY

HR Approval

☒ Duties meet class specification and allocation guidelines.	HR Director Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.		

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

**If Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit it to Reasonable Accommodation Coordinator.*

List any Reasonable Accommodations made:

Form Routing: After signatures are obtained, make 2 copies:

- Provide original to HR for employee's Official Personnel File (OPF)
- Copy to the employee.
- Copy to the supervisor's drop file.