STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Academy Operations Section/Custodial Unit	Departmental Training Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Custodian I	R15	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-093-2011-956	08/20/2026			

DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY	DATE
☐ YES ☑ NO	☐ YES ☑ NO		

FUNCTION OF POSITION

Under the supervision of the Custodian Supervisor I, the Custodian I is responsible for the custodial duties of an assigned area, including keeping the area clean and orderly, according to prescribed practices and standards of safety and sanitation for the Academy.

SUPERVISION RECEIVED

The Custodian I reports directly to and receives the majority of their assignments from the Custodian Supervisor I. However, direction and assignments may also come from the Business Manager II or Manger II.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

The employee will work both indoors and outdoors. While indoors, the temperature and humidity are reasonably controlled; however, while outdoors, the employee is exposed to climatic conditions. Additionally, the employee must be able to safely lift and carry objects weighing up to 50 pounds.

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
55%	Safely use and care for cleaning equipment, including scrubbers, buffers, and waxers, and supplies while assisting in maintaining the cleanliness for the Academy's buildings, offices, lobbies, hallways, and dormitories. Vacuum all rugs and carpets and spot cleans or shampoos them as needed. Sweep, scrub, mop, and wax all exposed tile floors as needed. Clean restrooms, including sweeping and mopping restroom floors and cleaning wash basins, toilet bowls, showers, mirrors, doors, and partitions. Dust restroom air vents and refill dispensers and supplies.
35%	Wash windows and doors inside and out and clean interior glass. Clean, dust, and polish metal work, cabinets, furniture, woodwork, windowsills, partitions, and ledges. Spot washes and cleans walls, window shades, ceilings, handrails, and light fixtures. Brush down spider webs on the inside and outside of buildings, sweep sidewalks, and clean fire extinguishers. Empty and clean waste receptacles.
5%	Clean the custodial closet and equipment. Assist in moving and arranging furniture and equipment as requested. Report occupational safety hazards. Attend safety meetings. Replace light bulbs as needed.
	Non-Essential Functions
5%	Performs duties within the scope of the classification, as assigned.
TOTAL 100%	

DUTY STATEMENT

Custodian I

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388-093-2011-956

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE