STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
San Bernardino	Inland Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Custodian	R15	Permanent	Intermittent	44
POSITION NUMBER	CURRENT DATE			
388-860-2011-952	10/06/2023			

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 Administrative Sergeant, the Custodian is responsible for the janitorial duties for the San Bernardino Area.

SUPERVISION RECEIVED
The Custodian reports directly to and receives the majority of their assignments from the Administrative Sergeant. However, direction and assignments may also come from the Lieutenant or Captain.

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS
Willingness to work at night.

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
40%	Sweep, scrub, mop, and wax floors; vacuum rugs and carpets; clean, dust, and polish cabinets, furniture, and woodwork; empty and clean waste receptacles; clean hallways, restrooms, offices, and lobbies; clean ceilings, walls, window shades, light fixtures, and interior glass partitions.
30%	Stock restrooms, refill lavatory supply dispensers; replace light globes and tubes; operate scrubbers, buffers, waxers, and other equipment and machinery as required.
25%	Assist in moving and arranging furniture and equipment as required; polish metal work; turn out lights and lock doors and windows.
	Non-Essential Functions
5%	Other duties, within the scope of the classification, as assigned.
TOTAL 100%	

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